

Grad Payroll Worksheet – June 2023 – June 2024

PAY CYCLES BY SEMESTER

July 1, 2023 thru December 31, 2023 = 13.0 pay cycles

July 1, 2023 thru June 30, 2024 = 26.0 pay cycles

August 16, 2023 thru December 31, 2023 = 9.8 pay cycles

August 16, 2023 thru May 15, 2024 = 19.6 pay cycles

January 1, 2024 thru May 15, 2024 = 9.8 pay cycles

January 1, 2024 thru June 30, 2024 = 13.0 pay cycles

January 1, 2024 thru December 31, 2024 = 26.2 pay cycles

AUTO-TERM CALENDAR

If an appointment has an Auto-Termination date in Job Data then a separation row will automatically be entered three weeks prior to the separation date. No action required by the department. A Job is run every Wednesday night to capture planned exit dates through the next 23 days.

Auto-Term Run Date	Planned Job End Date Falls on or Before
June 7, 2023	June 30, 2023
June 14, 2023	July 7, 2023
June 21, 2023	July 14, 2023
June 28, 2023	July 21, 2023
July 5, 2023	July 28, 2023
July 12, 2023	August 4, 2023
July 19, 2023	August 11, 2023
July 26, 2023	August 18, 2023
August 2, 2023	August 25, 2023
August 9, 2023	September 1, 2023
August 16, 2023	September 8, 2023
August 23, 2023	September 15, 2023
August 30, 2023	September 22, 2023
September 6, 2023	September 29, 2023
September 13, 2023	October 6, 2023
September 20, 2023	October 13, 2023
September 27, 2023	October 20, 2023
October 4, 2023	October 27, 2023
October 11, 2023	November 3, 2023
October 18, 2023	November 10, 2023
October 25, 2023	November 17, 2023
November 1, 2023	November 24, 2023
November 8, 2023	December 1, 2023
November 15, 2023	December 8, 2023
November 22, 2023	December 15, 2023
November 29, 2023	December 22, 2023
December 6, 2023	December 29, 2023
December 13, 2023	January 5, 2024

BIWEEKLY PAYROLL CALENDAR

<https://controller.ofa.ncsu.edu/payroll/for-payroll-coordinators/>

EMAIL LISTS

HR Connections: <https://hr.ncsu.edu/hr-listserv/>

Grad HR Representative: gradschool-assistantships@ncsu.edu

WEBSITES

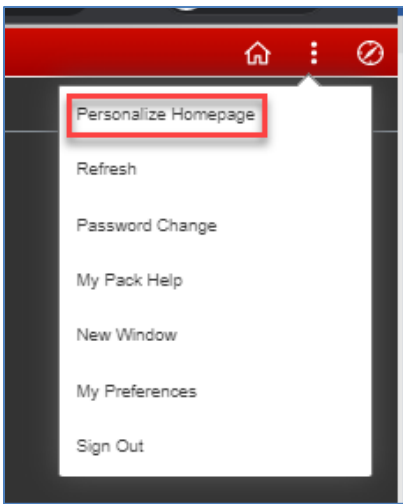
Student Funding Webpage: go.ncsu.edu/student-funding

Auto-Term Run Date	Planned Job End Date Falls on or Before
December 20, 2023	January 12, 2024
December 27, 2023	January 19, 2024
January 3, 2024	January 26, 2024
January 10, 2024	February 2, 2024
January 17, 2024	February 9, 2024
January 24, 2024	February 16, 2024
January 31, 2024	February 23, 2024
February 7, 2024	March 1, 2024
February 14, 2024	March 8, 2024
February 21, 2024	March 15, 2024
February 28, 2024	March 22, 2024
March 6, 2024	March 29, 2024
March 13, 2024	April 5, 2024
March 20, 2024	April 12, 2024
March 27, 2024	April 19, 2024
April 3, 2024	April 26, 2024
April 10, 2024	May 3, 2024
April 17, 2024	May 10, 2024
April 24, 2024	May 17, 2024
May 1, 2024	May 24, 2024
May 8, 2024	May 31, 2024
May 15, 2024	June 7, 2024
May 22, 2024	June 14, 2024
May 29, 2024	June 21, 2024
June 5, 2024	June 28, 2024
June 12, 2024	July 5, 2024
June 19, 2024	July 12, 2024
June 26, 2024	July 19, 2024

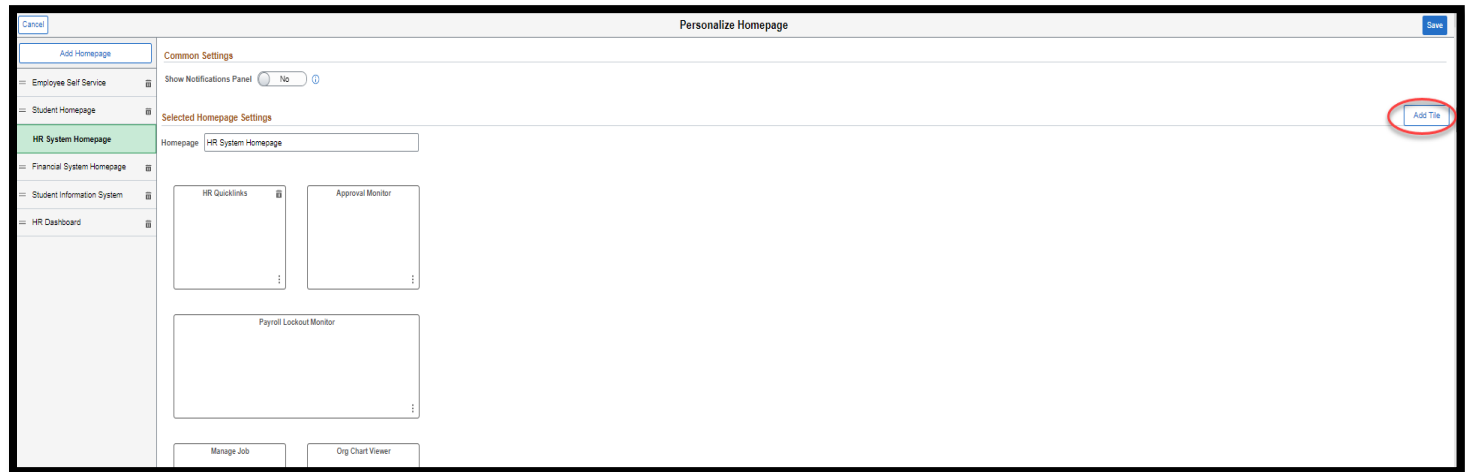
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PERSONALIZE HOMEPAGE

To customize your HR Homepage in Portal, follow the directions below. While you are on your homepage in portal, select the three dotted icon at the top right hand corner of your Portal screen. A drop down menu will appear, select Personalize Homepage.



Here you can personalize each Portal homepage. Select HR System Homepage from the left. Then select Add Tile from the top right hand corner.



MYPACK PAYROLL MONITOR

The Payroll Office provides a payroll monitor tool in *MyPack* Portal to let campus know when lockout is active. This is live information and is the most accurate way of knowing if lockout is still in progress. Payroll Lockout Monitor should be under the HR Dashboard. Below is an example of what the lockout monitor will look like.

Payroll Lockout Monitor			
Monthly	Campus Lockout?	Payroll Status	Distrib Lockout?
20231R12	<input type="checkbox"/> YES	<input type="checkbox"/> In Progress	<input type="checkbox"/> YES
	<input checked="" type="checkbox"/> NO	<input type="checkbox"/> Confirmed	<input checked="" type="checkbox"/> NO
Biweekly			
20232R25	<input type="checkbox"/> YES	<input type="checkbox"/> In Progress	<input type="checkbox"/> YES
	<input checked="" type="checkbox"/> NO	<input type="checkbox"/> Confirmed	<input checked="" type="checkbox"/> NO