University Payroll

Most Important Question…

How do I get paid?

Why do students not enroll in direct deposit?

Answer:
"I didn't know I had to!"

- **Direct deposit is mandatory for employment at NCSU.**
  Failure to Comply is grounds for dismissal (Reg# 05.45.01 – Direct Deposit of Pay)

- New Hires enroll in Direct Deposit through Employee Self Service.

- Rehires need to make sure direct deposit is still active. Re-enroll if no Direct Deposit information is Active.

- Changes to direct deposit **can** be made through Employee Self Service.

- Pre-notification is now completed for each new Direct Deposit account entered in the HR System through Employee Self Service in order to confirm the routing and account number are valid. This does not confirm the ownership of the account.

GENERAL INFORMATION

Payroll schedules and other information can be found on the Controller's website. https://controller.ofa.ncsu.edu/payroll-and-employment-tax

Payroll Calendars by Month are available on the Controller's website. (Sample to follow)

Payroll Schedules for Biweekly and Monthly payrolls are available on the Controller's website. The schedules list each pay period with approval deadlines and pay dates. (Sample to follow)

The first payroll for the fall semester will be 20242R06. This is for the pay period August 19-September 1. If a student begins working prior to the first day of classes, the student could be paid on an earlier payroll.

Payroll deadline reminder emails are sent prior to payroll lockouts through hrconnections listserv. If you do not receive this reminder, you can subscribe to the hrconnections listserv from the HR website.

July 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
25	26	27 **1R12** Direct Deposit Strip Off Deadline - NOON / **2R01** Supervisor Lockout at 5PM / **2X26** Man Ck Cutoff NOON	28 **2X26** Confirm / **1R12** Dist. Complete	29 **2X26** Dist. Complete / **2R01** Final Cleanup HR/Grad/Ben 5 PM / **2R01** Timekeeper Lockout at 5pm	30 **2X26** Payday / **1R12** PAYDAY / **2R01** LOCKOUT	1
2	3 **2R01** LOCKOUT/ CONFIRM	4 **INDEPENDENCE DAY HOLIDAY**	5 **2R01** Dist. Complete	6 **1X12** Off-Cycle Cutoff 5PM / **1R01** Supervisors/ Managers Approve Pending Time by 5PM	7 **2R01** Payday	8
9	10 **1X12** Confirm	11 **2X01** Man Ck Cutoff NOON / **2R02** Supervisor Lockout at 5PM / **1X12** Dist. Complete	12 **2X01** Confirm	13 **2X01** Dist. Complete / **2R02** Final Cleanup HR/Grad/Ben 5 PM / **2R02** Timekeeper Lockout at 5pm	14 **1R01** CTOD/LWOP by 5pm / **1X12** Payday / **2X01** Payday / **2R02** LOCKOUT / **1R01** EHRA/SHRA Actions & Supplemental Pay to HRIM by 5PM / **1R01** Timekeeper Approvals & Return LOA by 5PM	15
16	17 **2R02** LOCKOUT/ CONFIRM / **1R01** HRIM Lockout	18 **1R01** HRIM Lockout / **1R01** Final Cleanup HR NOON/Ben 5pm / **1R01** DIP to Payroll by 2pm	19 **2R02** Dist. Complete / **1R01** LOCKOUT	20 **1R01** LOCKOUT	21 **2R02** Payday / **1R01** LOCKOUT / **1R01** Auth & Supp Pay Approval Rpt to HRIM by 5PM	22
23 / 30 **1R01** PAYDAY / **2R03** LOCKOUT/ CONFIRM	24 **1R01** LOCKOUT/ CONFIRM / 31	25 **2X02** Man Ck Cutoff NOON / **2R03** Supervisor Lockout at 5PM	26 **2X02** Confirm / **1R01** Direct Deposit Strip Off Deadline - NOON	27 **2X02** Dist. Complete / **1R01** Dist. Complete / **2R03** Final Cleanup HR/Grad/Ben 5 PM / **2R03** Timekeeper Lockout at 5pm	28 **2X02** Payday / **2R03** LOCKOUT	29

NC STATE UNIVERSITY

BI-WEEKLY PAYROLL SCHEDULE 2023-2024

Payroll ID	Pay Period Begin Date	Pay Period End Date	## Supervisor Lockout Deadline @ 5PM	## Timekeeper Lockout Deadline @ 5PM	Payroll Lockout - Time Records Taken By Payroll	Payday	Off Cycle Check Cutoff Noon	Off Cycle Check Payday	Holidays
20242R01	Jun 10	Jun 23	Jun 27	Jun 29	Jun 30	Jul 07	Jul 11	Jul 14	
20242R02	Jun 24	Jul 07	Jul 11	Jul 13	Jul 14	Jul 21	Jul 25	Jul 28	Independence Day Tues Jul 4
20242R03	Jul 08	Jul 21	Jul 25	Jul 27	Jul 28	Aug 04	Aug 08	Aug 11	
20242R04	Jul 22	Aug 04	Aug 08	Aug 10	Aug 11	Aug 18	Aug 22	Aug 25	
20242R05	Aug 05	Aug 18	Aug 22	Aug 24	Aug 25	Sep 01	Sep 05	Sep 08	
20242R06	Aug 19	Sep 01	Sep 05	Sep 07	Sep 08	Sep 15	Sep 19	Sep 22	
20242R07	Sep 02	Sep 15	Sep 19	Sep 21	Sep 22	Sep 29	Oct 03	Oct 06	Labor Day Mon Sept 4
20242R08	Sep 16	Sep 29	Oct 03	Oct 05	Oct 06	Oct 13	Oct 17	Oct 20	
20242R09	Sep 30	Oct 13	Oct 17	Oct 19	Oct 20	Oct 27	Oct 31	Nov 03	
20242R10	Oct 14	Oct 27	Oct 31	Nov 02	Nov 03	*Nov 09	Nov 14	Nov 17	
20242R11	Oct 28	Nov 10	*Nov 13	*Nov 14	*Nov 15	*Nov 22	Nov 28	Dec 01	
20242R12	Nov 11	Nov 24	Nov 28	Nov 30	Dec 01	Dec 08	Pay 2R13	Dec 21	Thanksgiving Nov 23 - 24
20242R13	Nov 25	Dec 08	Dec 12	*Dec 13	*Dec 14	*Dec 21	Pay 2R14	Jan 05	
20242R14	Dec 09	Dec 22	*Dec 31	*Jan 01	*Jan 02	Jan 05	Jan 09	Jan 12	
20242R15	Dec 23	Jan 05	Jan 09	*Jan 10	*Jan 11	Jan 19	Jan 23	Jan 26	Winter Break Dec 22 - 31 New Year's Day Jan 1
20242R16	Jan 06	Jan 19	Jan 23	Jan 25	Jan 26	Feb 02	Feb 06	Feb 09	ML King Jr. Mon Jan 15
20242R17	Jan 20	Feb 02	Feb 06	Feb 08	Feb 09	Feb 16	Feb 20	Feb 23	
20242R18	Feb 03	Feb 16	Feb 20	Feb 22	Feb 23	Mar 01	Mar 05	Mar 08	
20242R19	Feb 17	Mar 01	Mar 05	Mar 07	Mar 08	Mar 15	Mar 19	Mar 22	
20242R20	Mar 02	Mar 15	Mar 19	Mar 21	Mar 22	Mar 29	Apr 02	Apr 05	
20242R21	Mar 16	Mar 29	Apr 02	Apr 04	Apr 05	Apr 12	Apr 16	Apr 19	
20242R22	Mar 30	Apr 12	Apr 16	Apr 18	Apr 19	Apr 26	Apr 30	May 03	
20242R23	Apr 13	Apr 26	Apr 30	May 02	May 03	May 10	May 14	May 17	
20242R24	Apr 27	May 10	May 14	May 16	May 17	May 24	May 28	May 31	
20242R25	May 11	May 24	May 28	May 30	May 31	Jun 07	Jun 11	Jun 14	
20242R26	May 25	Jun 07	Jun 11	Jun 13	Jun 14	Jun 21	Jun 25	Jun 28	Memorial Day Mon May 27

Departments set an earlier internal deadline by which employees must turn in timesheets

*Deviations due to holidays

5/11/2023

Deadlines are 5 PM unless otherwise noted

Contact

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