

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!”



Important



- **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>

The pay date for Biweekly paid employees is two weeks after the end date of the Pay Period. Example: 20252R06 Pay Period 08/17/24-08/30/24 Pay Date 09/13/24

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 20252R06. This is for the pay period August 17-August 30. 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.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<h1>August 2024</h1>						
28	29 2R03 LOCKOUT/ CONFIRM 1R01 Dist. Complete	30	31 1R01 PAYDAY 2R03 Dist. Complete	1	2 2R03 Payday	3
4	5	6 1X01 Off-Cycle Cutoff 5PM 2X03 Man Ck Cutoff NOON 2R04 Supervisor Lockout at 5PM 1R02 Supervisors/ Managers Approve Pending Time by 5PM	7 2X03 Confirm	8 1X01 Confirm 2X03 Dist. Complete 2R04 Final Cleanup HR/Grad/Ben 5 PM 2R04 Timekeeper Lockout at 5pm	9 1X01 Dist. Complete 2X03 Payday 2R04 LOCKOUT 1R02 CTOD/LWOP by 5pm	10
11	12 2R04 LOCKOUT/ CONFIRM	13	14 2R04 Dist. Complete	15 1X01 Payday 1R02 EHRA/SHRA Actions & Supplemental Pay to HRIM by 5PM	16 2R04 Payday 1R02 HRIM Lockout 1R02 Timekeeper Approvals & Return LOA by 5PM	17
18	19 1R02 HRIM Lockout 1R02 Final Cleanup HR NOON/Ben 5pm 1R02 DIP to Payroll by 2pm	20 2X04 Man Ck Cutoff NOON 1R02 LOCKOUT 2R05 Supervisor Lockout at 5PM	21 2X04 Confirm 1R02 LOCKOUT	22 2X04 Dist. Complete 2R05 Final Cleanup HR/Grad/Ben 5 PM 2R05 Timekeeper Lockout at 5pm 1R02 LOCKOUT 1R02 Auth & Supp Pay Approval Rpt to HRIM by 5PM	23 2X04 Payday 2R05 LOCKOUT 1R02 LOCKOUT/ CONFIRM	24
25	26 2R05 LOCKOUT/ CONFIRM	27 1R02 Direct Deposit Strip Off Deadline - NOON	28 2R05 Dist. Complete 1R02 Dist. Complete	29	30 2R05 Payday 1R02 PAYDAY	31

BI-WEEKLY PAYROLL SCHEDULE 2024-2025

Payroll ID	Pay Period Beg/In 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
20252R01	Jun 08	Jun 21	Jun 25	Jun 27	Jun 28	Jul 05	Jul 09	Jul 12	
20252R02	Jun 22	Jul 05	Jul 09	Jul 11	Jul 12	Jul 19	Jul 23	Jul 26	Independence Day Thur Jul 4
20252R03	Jul 06	Jul 19	Jul 23	Jul 25	Jul 26	Aug 02	Aug 06	Aug 09	
20252R04	Jul 20	Aug 02	Aug 06	Aug 08	Aug 09	Aug 16	Aug 20	Aug 23	
20252R05	Aug 03	Aug 16	Aug 20	Aug 22	Aug 23	Aug 30	Sep 03	Sep 06	
20252R06	Aug 17	Aug 30	Sep 03	Sep 05	Sep 06	Sep 13	Sep 17	Sep 20	
20252R07	Aug 31	Sep 13	Sep 17	Sep 19	Sep 20	Sep 27	Oct 01	Oct 04	Labor Day Mon Sept 2
20252R08	Sep 14	Sep 27	Oct 01	Oct 03	Oct 04	Oct 11	Oct 15	Oct 18	
20252R09	Sep 28	Oct 11	Oct 15	Oct 17	Oct 18	Oct 25	Oct 29	Nov 01	
20252R10	Oct 12	Oct 25	Oct 29	Oct 31	Nov 01	Nov 08	Nov 12	Nov 15	
20252R11	Oct 26	Nov 08	Nov 12	Nov 14	Nov 15	Nov 22	Nov 26	Nov 29	
20252R12	Nov 09	Nov 22	*Nov 25	*Nov 26	*Nov 27	Dec 06	Pay 2R13	Dec 21	Thanksgiving Nov 28 - 29
20252R13	Nov 23	Dec 06	Dec 10	Dec 12	Dec 13	Dec 20	Pay 2R14	Jan 03	
20252R14	Dec 07	Dec 20	*Dec 19	*Dec 19	*Dec 20	Jan 03	Jan 07	Jan 10	
20252R15	Dec 21	Jan 03	Jan 07	Jan 09	Jan 10	Jan 17	Jan 21	Jan 24	Winter Break Dec 23 - 31 New Year's Day Jan 1
20252R16	Jan 04	Jan 17	Jan 21	Jan 23	Jan 24	Jan 31	Feb 04	Feb 07	ML King Jr. Mon Jan 20
20252R17	Jan 18	Jan 31	Feb 04	Feb 06	Feb 07	Feb 14	Feb 18	Feb 21	
20252R18	Feb 01	Feb 14	Feb 18	Feb 20	Feb 21	Feb 28	Mar 04	Mar 07	
20252R19	Feb 15	Feb 28	Mar 04	Mar 06	Mar 07	Mar 14	Mar 18	Mar 21	
20252R20	Mar 01	Mar 14	Mar 18	Mar 20	Mar 21	Mar 28	Apr 01	Apr 04	
20252R21	Mar 15	Mar 28	Apr 01	Apr 03	Apr 04	Apr 11	Apr 15	Apr 18	
20252R22	Mar 29	Apr 11	Apr 15	Apr 17	Apr 18	Apr 25	Apr 29	May 02	
20252R23	Apr 12	Apr 25	Apr 29	May 01	May 02	May 09	May 13	May 16	
20252R24	Apr 26	May 09	May 13	May 15	May 16	May 23	May 27	May 30	
20252R25	May 10	May 23	May 27	May 29	May 30	Jun 06	Jun 10	Jun 13	
20252R26	May 24	Jun 06	Jun 10	Jun 12	Jun 13	Jun 20	Jun 24	Jun 27	Memorial Day Mon May 26

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

*Deviations due to holidays

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