University Payroll
University Controller's Office

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 should be made through Employee Self Service.
- Pre-notification is 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.

The first payroll for the fall semester will be 20262R06. This is for the pay period August 16-August 29. If a student begins working prior to the first day of classes, the student could be paid on an earlier payroll.

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)

Payroll deadline reminder emails are sent prior to payroll lockouts. If you are not receiving the payroll reminders, email payroll-gen@ncsu.edu to be added to the contact list.

August 2025

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

BI-WEEKLY PAYROLL SCHEDULE 2025-2026

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
20262R01	Jun 07	Jun 20	Jun 24	Jun 26	Jun 27	Jul 03	Jul 08	Jul 11	
20262R02	Jun 21	Jul 04	Jul 08	Jul 10	Jul 11	Jul 18	Jul 22	Jul 25	Independence Day Fri Jul 4
20262R03	Jul 05	Jul 18	Jul 22	Jul 24	Jul 25	Aug 01	Aug 05	Aug 08	
20262R04	Jul 19	Aug 01	Aug 05	Aug 07	Aug 08	Aug 15	Aug 19	Aug 22	
20262R05	Aug 02	Aug 15	Aug 19	Aug 21	Aug 22	Aug 29	Sep 02	Sep 05	
20262R06	Aug 16	Aug 29	Sep 02	Sep 04	Sep 05	Sep 12	Sep 16	Sep 19	
20262R07	Aug 30	Sep 12	Sep 16	Sep 18	Sep 19	Sep 26	Sep 30	Oct 03	Labor Day Mon Sept 1
20262R08	Sep 13	Sep 26	Sep 30	Oct 02	Oct 03	Oct 10	Oct 14	Oct 17	
20262R09	Sep 27	Oct 10	Oct 14	Oct 16	Oct 17	Oct 24	Oct 28	Oct 31	
20262R10	Oct 11	Oct 24	Oct 28	Oct 30	Oct 31	Nov 07	Nov 11	Nov 14	
20262R11	Oct 25	Nov 07	Nov 11	Nov 13	Nov 14	Nov 21	Nov 25	Nov 28	
20262R12	Nov 08	Nov 21	*Nov 24	*Nov 25	*Nov 26	Dec 05	Pay 2R13	Dec 19	Thanksgiving Nov 27 - 28
20262R13	Nov 22	Dec 05	Dec 09	Dec 11	Dec 12	Dec 19	Pay 2R14	Jan 02	
20262R14	Dec 06	Dec 19	*Dec 18	*Dec 18	*Dec 19	Jan 02	Jan 06	Jan 09	
20262R15	Dec 20	Jan 02	Jan 06	Jan 08	Jan 09	Jan 16	Jan 20	Jan 23	Winter Break Dec 24 - 31 New Year's Day Jan 1
20262R16	Jan 03	Jan 16	Jan 20	Jan 22	Jan 23	Jan 30	Feb 03	Feb 06	ML King Jr. Mon Jan 19
20262R17	Jan 17	Jan 30	Feb 03	Feb 05	Feb 06	Feb 13	Feb 17	Feb 20	
20262R18	Jan 31	Feb 13	Feb 17	Feb 19	Feb 20	Feb 27	Mar 03	Mar 06	
20262R19	Feb 14	Feb 27	Mar 03	Mar 05	Mar 06	Mar 13	Mar 17	Mar 20	
20262R20	Feb 28	Mar 13	Mar 17	Mar 19	Mar 20	Mar 27	Mar 31	Apr 03	
20262R21	Mar 14	Mar 27	Mar 31	Apr 02	Apr 03	Apr 10	Apr 14	Apr 17	
20262R22	Mar 28	Apr 10	Apr 14	Apr 16	Apr 17	Apr 24	Apr 28	May 01	
20262R23	Apr 11	Apr 24	Apr 28	Apr 30	May 01	May 08	May 12	May 15	
20262R24	Apr 25	May 08	May 12	May 14	May 15	May 22	May 26	May 29	
20262R25	May 09	May 22	May 26	May 28	May 29	Jun 05	Jun 09	Jun 12	
20262R26	May 23	Jun 05	Jun 09	Jun 11	Jun 12	Jun 19	Jun 23	Jun 26	Memorial Day Mon May 25

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

*Deviations due to holidays

6/10/2025

Deadlines are 5 PM unless otherwise noted

Questions

Email: payroll-gen@ncsu.edu

The email address has changed. Please make note of this.