

Human Resources Management System Pay Entry Calendar Fiscal Year 2010

<http://www.umn.edu/ohr/payroll/calendars/index.html>

Important Information

- The system is unavailable for entry, due to maintenance, during the following times:
 - Monday–Saturday 4:00 a.m. to 6:30 a.m.
 - Sunday 4:00 a.m. to 12:30 p.m.
- Note:** Batch processing begins at 6:00 p.m. each day, and users may experience slower performance during this process.
- All deadlines are at the end of the business day, 4:30 p.m.
- Payroll forms due for that period, as indicated by “Payroll Forms,” include: W-4, MWR, Direct Deposit, and miscellaneous deduction requests. Note: The I-9 MUST be completed within 3 business days of Start Date, NOT Payroll forms due date. If the I-9 is not completed timely, the employee will not be paid.
- The Paysheet Update/Change Request Form is used to make changes to paysheets prior to confirming payroll and running paychecks. Paysheet changes are primarily done to prevent overpayments. All requests received by noon on Friday – confirm Payroll day - will be processed. Requests received later than noon will be handled as time allows. The Paysheet Update/Change Request Form may be used for the following Update/Changes:
 - Reduction in salary amount
 - Reduction in hours
 - Reduction in hourly rate
 - Change in Earnings Code
- Earnings distributions may be updated on a record any time the system is available. However, if the Pay Entry page is saved, it will override the Earnings Distribution page for that pay period. Pay entry distributions once saved, will always take precedence for the payroll run.

Job Data Entry				Job Data Entry			
	Pay Period	Deadline	Payday		Pay Period	Deadline	Payday
1	06/08/09 - 06/21/09	06/24/09	07/01/09	14	12/07/09 - 12/20/09	12/22/09	12/30/09
2	06/22/09 - 07/05/09	07/08/09	07/15/09	15	12/21/09 - 01/03/10	01/06/10	01/13/10
3	07/06/09 - 07/19/09	07/22/09	07/29/09	16	01/04/10 - 01/17/10	01/20/10	01/27/10
4	07/20/09 - 08/02/09	08/05/09	08/12/09	17	01/18/10 - 01/31/10	02/03/10	02/10/10
5	08/03/09 - 08/16/09	08/19/09	08/26/09	18	02/01/10 - 02/14/10	02/17/10	02/24/10
6	08/17/09 - 08/30/09	09/02/09	09/09/09	19	02/15/10 - 02/28/10	03/03/10	03/10/10
7	08/31/09 - 09/13/09	09/16/09	09/23/09	20	03/01/10 - 03/14/10	03/17/10	03/24/10
8	09/14/09 - 09/27/09	09/30/09	10/07/09	21	03/15/10 - 03/28/10	03/31/10	04/07/10
9	09/28/09 - 10/11/09	10/14/09	10/21/09	22	03/29/10 - 04/11/10	04/14/10	04/21/10
10	10/12/09 - 10/25/09	10/28/09	11/04/09	23	04/12/10 - 04/25/10	04/28/10	05/05/10
11	10/26/09 - 11/08/09	11/11/09	11/18/09	24	04/26/10 - 05/09/10	05/12/10	05/19/10
12	11/09/09 - 11/22/09	11/24/09	12/02/09	25	05/10/10 - 05/23/10	05/26/10	06/02/10
13	11/23/09 - 12/06/09	12/09/09	12/16/09	26	05/24/10 - 06/06/10	06/09/10	06/16/10