

The Payroll Calendar

Presentation

Introduction

- This presentation covers how to read, understand and utilize the Payroll Calendars
- Detailed instructions are available in the [How to Read the Payroll Calendar guide](#)

Where to Access the Payroll Calendars

- Visit [HR's Compensation team webpage](#)
- Or [Payroll's webpage](#)

Note: These calendars are drawn up a year in advance and can be very helpful for you when planning your academic year and turning your term paperwork in. I.E. It gives you time to determine when NWRINAS reports are due and when you'll need to collect signatures from the program deans.

The Pay Period Begin Date, End Date and BW Columns

Each term is divided into six two-week pay periods, beginning on a Sunday and ending on a Saturday.

The first BW pay period of this term begins June 13th and ends June 26th.

Each BW pay period is assigned an identifying number.

| Pay Period Begin | Pay Period End | BW | Signatures Due in HR (generally Fridays) | EE Time Sheets SUBMIT by 10 pm (generally Mondays) | EE Time Sheets APPROVE by 10 pm (generally Wednesdays) | Payday |
|-----------------------------------|----------------|----|--|--|--|---------|
| Summer Term begins 6/21/21 | | | | | | |
| 6/13 | 6/26 | 14 | June 25 | June 28 | June 30 | 7/9/21 |
| 6/27 | 7/10 | 15 | July 09 | July 12 | July 14 | 7/23/21 |
| 7/11 | 7/24 | 16 | July 23 | July 26 | July 28 | 8/6/21 |
| 7/25 | 8/7 | 17 | August 06 | August 09 | August 11 | 8/20/21 |
| 8/8 | 8/21 | 18 | August 20 | August 23 | August 25 | 9/3/21 |
| 8/22 | 9/4 | 19 | September 03 | September 07 | September 08 | 9/17/21 |

Sample:

PT Instructor William starts teaching a class on June 23rd. William's job begins in pay period **14**.

PT Instructor Jenny starts a Special Project job on June 26th. Jenny's job begins in pay period **14**.

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Authorizations Due in HR Column

Forms authorizing pay for work starting in a specific pay period are due by the **Authorizations Due in HR** date at 5:00 pm for that pay period (generally a Friday).

| Pay Period Begin | Pay Period End | BW | Authorizations Due in HR (generally Fridays) | EE Time Sheets SUBMIT by 5 pm (generally Mondays) | | | |
|----------------------------|----------------|----|--|---|--------------|---------|--|
| Summer Term begins 6/21/21 | | | | | | | |
| 6/13 | 6/26 | 14 | June 25 | | | | |
| 6/27 | 7/10 | 15 | July 09 | | | | |
| 7/11 | 7/24 | 16 | July 23 | | | | |
| 7/25 | 8/7 | 17 | August 06 | August 23 | August 25 | 9/3/21 | |
| 8/8 | 8/21 | 18 | August 20 | August 23 | August 25 | 9/3/21 | |
| 8/22 | 9/4 | 19 | September 03 | September 07 | September 08 | 9/17/21 | |

i.e. Jenny is slated to start a Special Project job on June 26th. Jenny's EPAF is due **June 25th**.

i.e. William is slated to start teaching a class on June 23rd. The NWRINAS is due **June 25th**.

EE Time Sheets SUBMIT and EE Time Sheets APPROVE Columns

For bi-weekly timesheet driven jobs, timesheets for any work performed in a specific pay period are due by the **Time Sheet SUBMIT by 10 pm** date for that pay period (generally a Monday).

Managerial approval of the timesheet is due by the **EE Time Sheet APPROVE by 10 pm** date (generally a Wednesday).

i.e. Jenny submits a timesheet logging the hours performed on June 26th on **June 28th**.

For timesheets submitted June 28th, approval is due **June 30th**.

| Pay Period Begin | Pay Period End | BW | Authorizations Due in HR (generally Fridays) | EE Time Sheets SUBMIT by 10 pm (generally Mondays) | EE Time Sheets APPROVE by 10 pm (generally Wednesdays) | Payday |
|----------------------------|----------------|----|--|--|--|---------|
| Summer Term begins 6/21/21 | | | | | | |
| 6/13 | 6/26 | 14 | June 25 | June 28 | June 30 | 7/9/21 |
| 6/27 | 7/10 | 15 | July 09 | July 12 | July 14 | 7/23/21 |
| 7/11 | 7/24 | 16 | July 23 | July 26 | July 28 | 8/6/21 |
| 7/25 | 8/7 | 17 | August 06 | August 09 | August 11 | 8/20/21 |
| 8/8 | 8/21 | 18 | August 20 | August 23 | August 25 | 9/3/21 |
| 8/22 | 9/4 | 19 | September 03 | September 07 | September 08 | 9/17/21 |

Sample:

PT Instructor Jenny starts a Special Project job on June 26th. Jenny's job timesheet is due **June 28th**.
 PT Instructor William's class is a not a timesheet driven job. No timesheets are needed for jobs set up on the NWRINAS.

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Payday Column

Payday for any worked performed in a specific pay period will be in the Payday column.

| Pay Period Begin | Pay Period End | BW | Authorizations Due in HR (generally Fridays) | EE Time Sheets SUBMIT by 10 pm (generally Mondays) | EE Time Sheets APPROVE by 10 pm (generally Wednesdays) | Payday |
|-----------------------------------|----------------|----|--|--|--|---------|
| Summer Term begins 6/21/21 | | | | | | |
| 6/13 | 6/26 | 14 | June 25 | June 28 | June 30 | 7/9/21 |
| 6/27 | 7/10 | 15 | July 09 | July 12 | July 14 | 7/23/21 |
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Sample:

PT Instructor Jenny starts a Special Project job on June 26th. Jenny will get paid for hours worked on June 26th on **July 9th**, even though it's just for one day of work.

PT Instructor William will get paid for instructional hours taught between June 23rd and June 26th on **July 9th**.

Q & A Session

The following questions are grouped into categories based on what the questions relate to.

Late Timesheets

Q: What if I get a paper timesheet during the next pay period for the last pay period?

A: As long as the position is set up, you would just submit the timesheet to payroll via AODocs. They will either cut a manual check or pay on the next cycle.

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Cancelling or Changing Instructor Pay

Q: I have a situation where a substitute instructor is taking over a class. The regular instructor was set up on the NWRINAS as a Part-Time Instructor but is actually a Full-Time Faculty member working Overload hours. How do I reduce the pay for the regular, Full-Time Faculty member to avoid having them double paid?

A: For the Full-Time Faculty member taking time off, submit [a Leave Report](#) reporting time taken off so that Payroll can track their Leave usage and update their Leave Balance. For the substitute instructor, submit a Substitution EPAF. If the pay period in which the substitution took place has passed, you'll need to submit the Substitute EPAF for the current Pay Period, using current dates.

Q: Could I use an eAUTH instead of [the Leave Report](#) to cancel an instructor's pay for taking a day off?

A: eAUTHs are used to cancel a part-time instructor's pay for a class if the class is cancelled, or to reduce their pay if they must step away from teaching the class. If the class cancellation comes late and the instructor is to be paid for several hours of work, such as prep-time for the class, the eAUTH should also be used. If an instructor is ill and needs to use sick time, submit a Leave Report.

Q: I have a Full-Time Faculty member teaching this summer, but I didn't set her up as working Overload hours for her summer classes and she received a paycheck with her regular rate as opposed to Overload rate. She reached out and I corrected it in SIAASGN but did not submit a new NWRINAS. Will she receive her missing pay on the next cycle's payday?

A: You will need to turn in a new NWRINAS because that is how HRIS assigns a position number and pay. Once HRIS receives the NWRINAS, we will create the job record and work with Payroll to ensure she receives backpay. You can alternatively submit a MAP to correct the position.

Leave Reports

Q: Are signatures required for the instructor taking leave on the Leave Report?

A: HR has asked Payroll and are still awaiting a response.



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Timesheets Approval Queue Changes

Q: For Timesheet Approval Queues, do I submit timesheets to Payroll or HR?

A: It depends. Payroll handles temporary routing queue changes and HR handles permanent routing queue changes. For example: if your Program Dean has decided they need you to be an FYI Acknowledger for your department's timesheets, that would count as a permanent routing queue change or an ongoing change that would come to HR. But if your department manager position is vacant, and someone else will need to approve timesheets for that period of time that it is vacant, this would count as a temporary change and would be handled by Payroll. Because of some changes in Payroll staffing, HR has recently been handling all of them. The best course of action right now is to submit approval queue changes to Payroll-group@pcc.edu and HRIS-group@pcc.edu. Jennifer de Laix and Dawn Hoyt both will receive the notifications in HRIS-group@pcc.edu and can help with the changes, depending on what they are.

Q: Do the Timesheet Approval Queue changes apply to Casual employees as well?

A: Yes.

Other

Q: Can you share the Coffee Talk with HRIS recorded meetings with those of us who must miss these sessions?

A: Rather than sharing recordings of the sessions, we create Coffee Talk with HRIS Summaries that document the material covered in the presentation as well as all of the questions and their answers which we post [here on HRIS's website](#) under "HRIS Coffee Talk!". The Coffee Talk summaries usually go up around Monday or Tuesday of the following week.

Q: Does Payroll have a Google Calendar listing holidays and unplanned closure days that's available to PCC staff?

A: Payroll does not have a Google Calendar that is available outside of Payroll. Please keep track of any unplanned closures, such as PCC Closure days due to extreme heat. Other calendars, such as the Academic calendar which lists paid holidays, can be found [here](#) and [here](#).