

FY 2008 Payroll Deadlines

The FY 2008 deadlines for both the student/hourly and faculty/staff payrolls are reflected below. Please make sure to print and post a copy of this information for the appropriate personnel in your office.

Please use the following to determine the routing for your PCR:

Student PCR Routing:

1. Is the student hourly? If yes, route to Career Services by the deadline date. If the cost distribution contains one or more grant accounts the PCR is routed to the Office of Sponsored Programs (formerly Grants Accounting) first. Student Paperwork Deadlines are available at: http://www.careerservices.txstate.edu/TexasStateDepartmentServices/PCR_Deadlines.htm

2. Is the PCR for a salaried graduate student? If yes, route to Graduate College by the deadline date. If the cost distribution contains one or more grant accounts the PCR is routed to the Office of Sponsored Programs (formerly Grants Accounting) first.

PCR Routing for all salaried employees:

1. Does the cost distribution contain one or more grant account(s) (accounts that begin with 8 only)? If yes, route to the Office of Sponsored Programs Office (formerly Grants), JCK 440 by the deadline date. (Please note that non-grant accounts may also be included in the cost distribution of these PCRs).

2. Does the cost distribution contain only university cost center(s) (non-grant accounts)? If yes, route to Faculty Records (if VPAA division) or Human Resources by the deadline date. PCRs are no longer routed through the Budget Office.

I. Faculty/Staff Payroll Processing Deadlines

The due dates to Office of Sponsored Programs/Graduate College/Faculty Records/Human Resources for the regular and supplemental cycle are as follows:

Regular Payroll	8 th of the month
Supplemental Payroll	22 nd of the month
November Supplemental **	17 th of the month
December Regular Payroll **	1 st of the month
December Supplemental **	11 th of the month
January Supplemental **	19 th of the month
March Regular Payroll **	2 nd of the month

Should the 8th or 22nd fall on a weekend or holiday, the PCRs will be due the **FOLLOWING** business day.

II. Student/Hourly Payroll Deadlines

The FY 2008 hourly deadlines for student employees, undergraduate instructional assistants and non-student, non-regular employees are reflected below. For information on Student Paperwork deadlines, please refer to the following link at:

http://www.careerservices.txstate.edu/TexasStateDepartmentServices/PCR_Deadlines.htm

Non-student, non-regular PCRs are to be received by Human Resources/Office of Sponsored Programs **prior to the noted due date** to insure receipt in Human Resources for processing. Time entry can not be made until the PCR has been processed.

Payroll Period	Due Date	Pay Date
September 1 – September 15	12:00 noon, September 18	September 28
September 16 – September 30	12:00 noon, October 2	October 15
October 1 – October 15	12:00 noon, October 17	October 31
October 16 – October 31	12:00 noon, November 2	November 15
November 1 – November 15	12:00 noon, November 19	November 30
November 16 – November 30	5:00 pm, December 4	December 13
December 1 – December 6	5:00 pm, December 7 **	December 14
December 7 – December 31	12:00 noon, January 4	January 15
January 1 – January 15	12:00 noon, January 17	January 31
January 16 – January 31	12:00 noon, February 4	February 15
February 1 – February 15	12:00 noon, February 19	February 29
February 16 – February 29	5:00 pm, March 3	March 7
March 1 – March 15	12:00 noon, March 18	March 31
March 16 – March 31	12:00 noon, April 2	April 15
April 1 – April 15	12:00 noon, April 17	April 30
April 16 – April 30	12:00 noon, May 2	May 15
May 1 – May 15	12:00 noon, May 19	May 30
May 16 – May 31	12:00 noon, June 3	June 16
June 1 – June 15	12:00 noon, June 17	June 30
June 16 – June 30	12:00 noon, July 2	July 15
July 1 – July 15	12:00 noon, July 17	July 31
July 16 – July 31	12:00 noon, August 4	August 15
August 1 – August 15	12:00 noon, August 19	August 29
August 16 – August 31	12:00 noon, September 3	September 15

All electronic hourly payroll time must be entered and approved **no later than 12:00 noon on the date indicated above**. Any time entered and approved after the dates indicated above will be processed the following pay period.

** Time reports for this period deviate from the normal schedule. Please pay particular attention to deadlines/pay dates for this period.

Please print and post a copy of this schedule for employees' information.