



THE UNIVERSITY OF NORTH CAROLINA
AT
CHAPEL HILL

Associate Vice Chancellor
for Finance

CB# 1000, 304 South Building
The University of North Carolina at Chapel Hill
Chapel Hill, NC 27599-1000

February 1, 2002

To: Deans, Directors, and Department Chairs

From: Roger D. Patterson, Associate Vice Chancellor for Finance

Re: Deadlines for Personnel Actions and Employee Time Records

One of the objectives of the Finance Division is to continuously improve service processes to make them more efficient, effective, and user friendly. I write to ask for your assistance so that we may provide you better service. The processing of personnel actions and time records involves several offices, with final action the responsibility of Payroll Services. To ensure that each office has sufficient time to perform important duties, I want to emphasize the importance of adhering to established deadlines for personnel actions and employee time records.

Deadlines are established to allow sufficient time for approval and processing and to help ensure accurate and timely payments to faculty, staff, and students. Personnel actions and time records that are not submitted by the deadline will result in new employees not being paid, terminating employees being overpaid, incorrect salary sources being charged, or cause other difficulties for departments and administrative offices. Therefore, please emphasize the importance of adherence to the deadlines to your staff.

The deadlines for campus departments to complete, approve, and submit personnel actions and time records for the biweekly and monthly payrolls are as follows:

	Information Due in:	Information Due by:
Biweekly Payroll		
Personnel Actions – HRIS	Employee Records	5 PM Wednesday after end of Pay Period
Personnel Actions – non HRIS	Employee Records	5 PM the last Friday of Pay Period
Time Records	Payroll Services	Noon Monday after end of Pay Period
Monthly Payroll		
Personnel Actions	Payroll Services	5 PM the 10 th of the Month

Thank you for your cooperation in this important matter.

cc: Human Resources Facilitators