

To: Vice Presidents, Deans, Directors, and Business Managers
From: Nancy L. Hinchcliff, Assistant Vice President
Human Resources Operations
Date: November 1, 2010
Subject: Payroll Related Deadlines

I would like to take this opportunity to provide a reminder to the university community of the deadlines for submitting payroll related paperwork to Human Resources now that Banner HR is fully implemented.

While we recognize that these deadlines may require a change in business processes for some university departments; adherence to these deadlines is critical to ensure an employee is not adversely affected.

The deadlines are as follows:

Monthly Payroll

- ***10th of the month*** for the submission of all university department paperwork** to ensure it is included in the payroll for that month.
 - If the 10th falls on Saturday or Sunday, the deadline is Monday.

Biweekly Payroll

- ***Every other Monday of the pay week at Noon*** for all manual input**.
 - Only exception is advance holiday payrolls and a separate schedule will be distributed to the University community and posted on our website.

KRONOS signoff

- Every other Monday by 3 pm and the 15th of the next month for monthly employees.

Terminations and Reductions/Dockings in Pay

- Please notify us as soon as you become aware of a termination or docking that falls outside of the processing deadlines so that we can take the necessary steps to adjust the payroll as soon as possible.

** Paper work includes all employment requisitions submitted through iGreentree, the TU Portal requisitions for full-time faculty and graduate students, expense distribution change forms, payroll adjustment forms, manual time reports and payroll deduction requests.

For your convenience, information regarding the processing deadlines is available on the HR website at:
<http://www.temple.edu/hr/departments/payroll/payrollduedates.htm>

I appreciate your cooperation with this matter. Should you have any questions, please feel free to contact me directly at (215) 926-2244 or at nancy.hinchcliff@temple.edu