

**PAYROLL DEADLINES FOR THE PERIOD:**

**ONLINE EDB and OPTRS ENTRY**

**October - December 2008**

**UPDATE INPUT SCHEDULE**

All forms due in Payroll no later than NOON on dates indicated EXCEPT TIMESHEETS WHICH ARE DUE AT ACCOUNTING DROPBOX OR DATA ENTRY SERVICES BY 8:00AM

Online System up 7:00 am-7:00 pm Monday-Saturday

1	2	3	4	5	6	7	8	9
Schedule no.	Payroll (earnings period): Payroll Release Date (check date)	OPTRS Closed for this compute	Repetitive Deductions (Union dues, BFCU, loans, etc) due. Foreign National Report (Infoview) Reviewed	Timesheets (UPAY644E's) available	Timesheets (UPAY644E's) due to Data Entry Services or Accounting Office Drop Box by 8 am	COMPUTE DATE  Any OEU entered up to and including this date would correspond to the cycle number on same color coded line.	OEU OPEN PERIOD:  OEU updated during these dates will affect the Schedule and Payroll (noted in columns 1 and 2)	OEU CLOSED PERIOD:  OEU is closed for updates to appointment/distribution data for the Schedule and Payroll (noted in columns 1 and 2)
B-51	October Monthly 10/31/08	10/24/08	10/10/08	10/15/08	10/21/08	10/24/08	09/25/08 - 10/14/08	10/15/08 - 10/24/08
B-52	October Hourly 11/07/08	11/03/08	10/21/08	10/27/08	10/30/08	11/03/08	10/03/08 - 10/24/08	10/25/08 - 11/03/08
B-56	November Monthly 12/01/08	11/20/08	11/05/08	11/10/08	11/17/08	11/20/08	10/25/08 - 11/07/08	11/08/08 - 11/20/08
B-57	November Hourly 12/08/08	12/02/08	11/17/08	11/21/08	11/26/08	12/02/08	11/04/08 - 11/20/08	11/21/08 - 12/02/08
C-01	December Monthly 01/02/09	12/17/08	12/03/08	12/08/08	12/12/08	12/17/08	11/21/08 - 12/05/08	12/06/08 - 12/17/08
C-02	December Hourly 01/08/09	01/02/09	12/12/08	12/18/08	12/22/08	01/02/09	12/03/08 - 12/17/08	12/18/08 - 01/02/09

<p><b>General Information</b></p> <p>The Payroll Time Reporting Worksheet (UPAY644E) is the document used to record employees' time for the <b>current pay period</b>, and leave usage for the <b>prior pay period</b>.</p> <p><b>The pay period is defined as the calendar month.</b></p> <p>The UPAY644E reflects employees' current appointment time and payment information residing on the data base (PPS) at the time the worksheets were printed.</p> <p>Timesheets are <b>produced</b> the evening of the final OPEN OEU day.</p>	<p><b>NO OPTRS updates for this specified compute may be entered on this date.</b></p> <p>For example: OPTRS is closed for entry on 4/24 for transactions affecting B-21 (the 5/1 checkwrite); however OPTRS entries for the B-22 (5/8 checkwrite) are permitted.</p>	<p>NOTE: W4, address change, name change should be done either on UC Self Service website by employee, or OEU at the HR Control Unit.</p> <p>Academic Divisions access and complete NRA Infoview report review by this date.</p>	<p>Date TRW's are sent to departments in afternoon mail, or are available for pick-up at Payroll (must be pre-arranged with Payroll Office)</p>	<p>UPAY 644E Time Reporting Worksheets (TE &amp; TX)</p> <p>NOTE: Timesheets being dropped off (rather than mailed) must be taken directly to Data Entry Services. They are located in the back of the Payroll Office in the 2300 Delaware Bldg. (2nd floor west).</p>	<p>Example: Any OEU entered <i>up to and including 10/24</i> would correspond to cycle number B-51.</p> <p>OEU entered <i>after 10/24 but before 11/3</i> would correspond to cycle number B-52, etc.)</p>	<p>Online EDB entry update okay during "open" window for compute (noted in columns 1 and 2)</p> <p>Interlocation Incoming and Outgoing memos, and NR Alien memos are due to Payroll, along with IDOC's by the last day of the open period.</p>	<p><b>NO OEU on appointment/distribution data</b> during "closed" window for corresponding payroll schedule (noted in columns 1 and 2).</p> <p>Updates to non-appointment/distribution data, such as <b>W4, address change, name change, check dispo, etc.</b> is permitted during this period.</p>
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