

## e-Campus Payroll Schedule

### Daily:

#### 7:00 am – Run Dynamic Role Creation

Any employee added to the system during the previous day will be given the HR employee role that enables them to use employee self-service.

#### 7:00 am – Run Time Administration & Dynamic Groups Refresh

Any job data entered or changed yesterday afternoon will be available for time entry and any time entered for employees yesterday afternoon will now be available for approval.

#### 12:00 pm – Run Time Administration & Dynamic Groups Refresh

Any job data entered or changed since 7:00 am will be available for time entry and any time entered for employees since 7:00 am will now be available for approval.

### Nightly:

Audit reports run

Encumbrance Process runs

### First week of the payperiod-processing for the prior payperiod:

#### 1. Monday prior to Payday:

4:00 pm – Final Time Administration run

4:30 pm – Final Time Approval

Time not entered and approved by 4:30 pm will not be included in that Friday's paycheck

4:30 pm- Final Contract Pay Run

4:30 pm-Run Time & Labor Load to Paysheets

#### 2. Tuesday prior to Payday: ***Data Entry Lock Out***

Payroll runs pre-calc of payroll, corrects errors, runs final payroll calc and payroll confirm process

#### 3. Wednesday prior to Payday:

Actuals Distribution run

Account Code Mapping run

GL Interface (PAYGL02) run

Paycheck information will be available on the accounting system.

Check & Advice Processing

Direct Deposit Feed to bank

4. Thursday prior to Payday:  
Check and Advice preparation

5. Friday Payday:  
Direct Deposit available (am)  
Paychecks distributed  
Problem resolutions  
Tax Deposits

Second week of pay period:

1. Monday after previous Payday-begin processing current payperiod:  
9:00 am-Run Contract Pay  
Create paysheets for contract employees

2. Tuesday – Friday  
Payroll runs contract pay and paysheet create on an as needed basis  
Payroll processing garnishments, Non-resident alien tax information,  
tax adjustments, prior period adjustments and appointment salary  
distributions