

NORMAL BIWEEKLY SCHEDULE

Banner HR Payroll cycle schedule.

DEADLINES:

Job forms are due in Human Resource Services **three days prior to the start** date of the job. Backup paperwork (new hire forms, etc.) should be submitted as soon as possible.

Time sheets/reports are due in Payroll on Pay Day.

Any remaining hire documents and **late** time sheets/reports must be received in Human Resource Services **no later than Wednesday** (Four days after the end of the Pay Period)

If the necessary information or paperwork is not received by the deadlines, the employee will not be paid until the next Pay cycle.

Payroll Processing Week (Week preceeding the Pay Week)

Mon:
ADJUSTMENT #1 runs
Tues:
ADJUSTMENT #1 resulting final paychecks mailed from Fairbanks.
Wed:
ADJUSTMENT #2 runs FINAL DEADLINE FOR ALL PAPERWORK FOR PRIOR PAY PERIOD.
Thur:
ADJUSTMENT #2 resulting final paychecks mailed from Fairbanks. Edit Version Report of Hours on web
Fri:
REGULAR runs Edit Version Report of Hours on web

Pay Week

Mon:
Final version Report of Hours on web REGULAR payroll information posted on UAOnline
Tues:
ADJUSTMENT #3 runs Leave Balance Report on web Personal Holiday Balance Report on web
Wed:
ADJUSTMENT #3 resulting final paychecks mailed from Fairbanks. REGULAR paychecks mailed from Fairbanks
Thur:
ADJUSTMENT #4 runs Time Sheets/Reports for next pp on web
Fri:
REGULAR pay day ADJUSTMENT #4 resulting final paychecks mailed from Fairbanks. Time sheets due in Payroll office.