



Guidelines/Timelines for December 2018 Payroll Processing

Please note that all departments must have designated staff who can address any payroll-related problems available through December 18, 2018.

Semi-Monthly Temporary Employees

1. SM Payroll #24 for Students, Graduate Assistants, Work Study, and Non-Student Temporary employees will be paid on December 21, 2018 for work performed December 1st thru 15th.
 - a. Time worked for SM #24 must be entered by the employee **by Noon (12:00 pm) on Monday, December 17, 2018.**
 - b. Hours submitted must be approved by the employing department **by 5:00 pm on Monday, December 17, 2018.**
 - c. Hours worked that are not submitted by employees by the above deadline cannot be paid in the December payroll cycle and will not be processed until January 2019.
 - d. For any hours not submitted by employees by the deadline, a manual check request will have to be completed by the employing department. Manual check requests will not be processed for payment until the January 2019 payroll period. Manual checks are processed on a first come, first served basis.
2. Payroll dates to observe for work performed December 16th thru 31st paid in January 2019:
 - a. The window for time entry for SM #1 2019 will close January 2, 2019 at 12:00 pm. Semi-monthly employees will be paid on January 15, 2019 for work performed from December 16th to December 31st.

Monthly Faculty and Staff Employees

1. The December 2018, month-end payrolls for all SHRA, EHRA, and Faculty employees will be paid on Friday, December 21, 2018.
2. All EHRA One-Time-Pays for the December payroll must be submitted to the payroll office **no later than December 4, 2018.** One-Time-Pays that are submitted through the Academic Affairs Department should be submitted to Academic Affairs no later than November 28th, in order to meet this deadline.
3. MN/SHRA Time sheets should be entered and approved **no later than December 10, 2018 by 5:00 p.m.**
4. Permanent SHRA employees will need to project REGULAR time for December 10th-15th.
5. **You should not report any Comp hours earned for December 10th-15th.**
 - a. If comp hours are projected on any timesheet for December 10th-15th, this time cannot be processed in the December payroll.
 - b. Any comp time earned for time worked between December 10th-15th should be recorded on the following amended paper time sheet and will be posted in the January 2019 payroll:
[Amended ASU Subject to Overtime Employee Banner Time Record](https://payroll.appstate.edu/sites/payroll.appstate.edu/files/Amended%20SHRA%20Subject%20to%20Overtime%20Time%20Record08092018.xlsx),
(<https://payroll.appstate.edu/sites/payroll.appstate.edu/files/Amended%20SHRA%20Subject%20to%20Overtime%20Time%20Record08092018.xlsx>)
6. Payroll dates to observe for adjustments to the December 2018 payroll:
 - a. Paper Amended timesheets necessary to correct December projected hours for permanent employees will be **due no later than January 9th, 2019 at 5:00 p.m.** Please include a **complete** corrected paper amended timesheet:
[Amended ASU Subject to Overtime Employee Banner Time Record](https://payroll.appstate.edu/sites/payroll.appstate.edu/files/Amended%20SHRA%20Subject%20to%20Overtime%20Time%20Record08092018.xlsx),
(<https://payroll.appstate.edu/sites/payroll.appstate.edu/files/Amended%20SHRA%20Subject%20to%20Overtime%20Time%20Record08092018.xlsx>)
7. Payroll dates to observe for the Regular January 2019 Payroll:
 - a. We will return to a regular payroll cycle for the January 2019 payroll. Permanent employees will be paid on Wednesday, January 31st, 2019 for work performed from December 16th, 2018 to January 15th, 2019.