

# Payroll Notice

Date: March 29, 2006

To: Individuals responsible for PA's and Timecards

From: Jennifer Harpel, Payroll Manager

Re: Deadline changes for the April 14, 2006 payroll

Due to the upcoming Banner system conversion on 04-01-06, there will be changes to the payroll deadlines for April 14<sup>th</sup>. You will notice that the regular deadlines return for the pay of April 28<sup>th</sup>. Please see the list below for the changes:

<u>04-14-06 Pay Day</u>	<u>Must include both the Banner &amp; Plus information</u>
Monday April 3 <sup>th</sup>	PA's due in Payroll
Wednesday April 5 <sup>th</sup>	Timecards due in Payroll

<u>04-28-06 Pay Day</u>	<u>Must include all Banner information</u>
Wednesday April 19 <sup>th</sup>	PA's due in Payroll
Friday April 21 <sup>st</sup>	Timecards due in Payroll

Please remember that all timecards must be in ink, include in and out times, an approvers phone number and must be signed by a department head.

Timecards for the pay of 4/14 must still include both the Plus information and the Banner information in order to be processed. Please be sure that you include the SSN, the Plus account number, Rocket ID, index number, account code, position number and rate of pay. If any of this information is missing, the timecard will be rejected.

Please do not forget to check the rejected timecard list and make any necessary corrections by 3:00pm 4-7-06 to ensure a check will be processed for the payroll of 4-14-06. We will still be processing all paperwork in both systems and will not be able to process any paperwork that comes in late or incomplete.

If you need training for completing a timecard properly, please contact Bruce Boardman at ext. 3298. If there are any other questions concerning this information, please contact the Payroll office at (419)530-8780.