

## OCTOBER 2017 SCHEDULE OF DEADLINES FOR HUMAN RESOURCES/PAYROLL PAPERWORK

PAYROLL	PAY PERIOD DATES	DATE TO HR	TIME FILE/ SHEETS TO RUN	EXPECTED PAYROLL RUN DATE	INSURANCE DATES
BW 22	10/1-10/14	10/6	10/11	10/20	10/1-10/15
SM 20	10/1-10/15	9/29	N/A	10/4	10/1-10/15
BW 23	10/15-10/28	10/20	10/25	11/3	10/16-10/31
SM 21	10/16-10/31	10/18	N/A	10/23	10/16-10/31
MO 11	10/1-10/31	10/19	N/A	10/24	10/1-10/31

Please note: This schedule at the Internet Address: [hr.siu.edu/faculty-staff/hr-payroll.html](http://hr.siu.edu/faculty-staff/hr-payroll.html)

Above is the anticipated schedule for Human Resources processes for the current month. This schedule is provided for the purpose of indicating the **LATEST DATE** Human Resource paperwork can be received and still be reflected on the appropriate payroll.

NOTE: Departments may risk their paperwork missing the payroll if large quantities are processed at the latest date possible.

The dates are based on the schedule provided by Human Resources. Any changes to the schedule may result in changes to these deadlines.

RAA's need to be prepared and sent to HR in a timely manner

General Counsel has determined that the hiring paperwork should be processed through HR prior to the first date of employment with the University. Additionally, the employee Network ID will **NOT** be active until all hiring paperwork has been completely processed through the HR system.