

May 2022 Schedule of Deadlines for Human Resources/Payroll Paperwork

<u>Payroll</u>	<u>Pay Period Dates</u>	<u>Date to HR</u>	<u>Time File Run</u>	<u>Time Entry Due</u>	<u>Expected Payroll Run Date</u>	<u>Insurance Dates</u>
BW 10	4/24-5/7	4/28	5/4	5/11	5/13	5/1-5/15
SM 10	5/1-5/15	5/3	N/A	N/A	5/9	5/1-5/15
BW 11	5/8-5/21	5/12	5/18	5/25	5/27	5/16-5/31
SM 11	5/16-5/31	5/19	N/A	N/A	5/25	5/16-5/31
MO 6	5/1-5/31	5/17	N/A	N/A	5/24	5/1-5/31

Please note: This schedule is at the Internet Address: <https://hr.siu.edu/payroll>

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 approved by Human Resources.

Any changes to the schedule may result in changes to these deadlines.

Account Correction Forms need to be prepared and sent to Human Resources in a timely manner.

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