Human Resources Information Management

Updates and Reminders

Monday, November 14th

Early Payroll Lockout & Spring Semester

As the holidays and the spring semester are quickly approaching this is just a reminder to process your spring hires/rehires and subsequent contracts prior to December payroll lockout. Payroll lockout will be ***Monday, December 5th by 5 PM***. All back up paperwork for actions entered into the HR system including separations should be sent to your designated HRIM Specialist prior to lockout.

*Payroll Schedules can be found via the Payroll website, under Payroll Coordinators section.

Upcoming Trainings

Mark your calendars and be sure to sign up through MyPackPortal for the trainings being offered by HRIM.

2016 Courses

Dec. 1st - HR System Basics for Processing JAR Transactions (HRA46)

Dec. 5th - Processing Faculty & Non Faculty JAR Transactions (HRA43)

Dec. 8th - KABA Timekeeping Management Training (HRK00)

2017 Courses

Jan. 24th - KABA Timekeeping Management Training (HRK00)

Feb. 21st - Wage and Hour and Timesheet Training (HRA40)

Feb. 28th - PeopleSoft Query 9.1 Training (HRA33)

Processing Leave Payments

- Leave payments are processed and paid out the month after separation from the University.
- The Web Leave System reflects leave amounts in minutes but when processing the leave for payment, the time will need to be converted to decimals. An example of a conversion chart can be found by visiting this link:

  http://www.nccourts.org/NEO/convert_table.htm

Biweekly Temporary Timesheet Approvals

Beginning October 8th (2R10) all temporary timesheets, including student workers, must now be approved for payroll processing and payment. Supervisors should approve timesheets the Tuesday following the end of the biweekly cycle.

For more information please visit our website:

https://hrim.hr.ncsu.edu/kaba-resources/