



# Payroll Deadline Calendar July 2006

21 Days/168 Hours

	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
July Timekeeper Tips:							1	
<p><u>Eagle Calls Update</u></p> <ul style="list-style-type: none"> <li>Changes in employee office location or phone number may be submitted on a spreadsheet from the department. Include employee name, emplid, new office location, new phone number and send to HRRecords@unt.edu</li> <li>Changes in departmental information (base deptid, description, location, PO Box, phone, fax and website) can be sent to Time Null in HR (TNull@unt.edu)</li> <li>Changes in employee personal information must be submitted by the employee on an EBD. This includes restricting spouse, home phone and/or address.</li> </ul> <p><b>*NOTE -</b> The email address to be printed in Eagle Calls will be the preferred email indicated in ams.unt.edu ** All changes submitted prior to September 1, 2006 will be in the new Eagle Calls! *****</p> <p>Remember to keep up with how many vacation hours will be allowed to carry forward to the new fiscal year. The chart of maximum carryovers can be found at: <a href="http://www.unt.edu/hr/records/vacation.htm">http://www.unt.edu/hr/records/vacation.htm</a></p>	<b>2</b>	<p><b>3 Pay Day</b> 12:00 - Off-Cycle - All HRM forms for prior periods</p> <p>12:00 - enter &amp; approve time in EIS for all prior periods for all employees to be paid in 2-3 days.</p>	<p><b>4 Independence Day</b></p> 	<p><b>5</b> 10:00 - HRM 6 &amp; HRM 12 for Semi-monthly salaried employees (7/1 - 7/15) 12:00 - enter &amp; approve in EIS time for Semi-monthly salaried employees (6/1 - 6/30)</p>	<p><b>6</b> 12:00 - enter &amp; approve time in EIS for hourly employees (6/16 - 6/30)</p>	<p><b>7</b> 10:00 - HRM 8 due (7/1 - 7/15)</p>	<b>8</b>	
	<b>9</b>	<b>10</b>	<p><b>11</b> 5:00 - Notify Payroll of any 7/17/06 check cancellation or correction</p>	<b>12</b>	<b>13</b>	<p><b>14</b> 10:00 HRM 6, HRM 7, HRM 11 &amp; HRM 12 for Monthly (7/1 - 7/31)</p>	<b>15</b>	
	<b>16</b>	<p><b>17 Pay Day</b> 12:00 - Off-Cycle - All HRM forms for prior periods</p> <p>12:00 - enter &amp; approve time in EIS for all prior periods for all employees to be paid in 2-3 days.</p>	<p><b>18</b> 12:00 - enter &amp; approve time in EIS for all salaried employees (6/1 - 6/30)</p>	<b>19</b>	<p><b>20</b> 12:00 - enter &amp; approve time in EIS for hourly employees (7/1 - 7/15)</p>	<p><b>21</b> 10:00 - HRM 8 (7/16 - 7/31)</p>	<b>22</b>	
	<b>23</b>	<b>24</b>	<b>25</b>	<p><b>26</b> 5:00 - Notify Payroll of any 8/1/06 check cancellation or correction</p>	<b>27</b>	<b>28</b>	<b>29</b>	
	<b>30</b>	<b>31</b>						
							Revised 5/30/06	