



# North Carolina A&T State University

## 2019 Banner Payroll Calendar for Hourly Student and Temporary Employees

**Important:** Employees must enter time **no later** than the Time Entry Due Date and Cut-Off Time.  
Supervisors must approve time **no later** than the Time Entry Due Date and Cut-Off Time.

*Remember: Pay authorization paperwork must be submitted at least two (2) weeks prior to the established first day of work.*

PAY #	MONTH	WORK PERIOD START DATE	WORK PERIOD END DATE	EMPLOYEES TIME ENTRY DUE DATE	CUT-OFF TIME FOR EMPLOYEES	SUPERVISORS TIME ENTRY DUE DATE	CUT-OFF TIME FOR SUPERVISORS	PAY DATE
1	DEC'18	12/10/18	12/23/18	12/21/18*	12:00 PM*	12/21/18*	5:00 PM*	01/04/19
2		12/24/18	01/06/19	01/08/19	12:00 PM	01/08/19	6:00 PM	01/18/19
3	JAN	01/07/19	01/20/19	01/22/19	12:00 PM	01/22/19	6:00 PM	02/01/19
4		01/21/19	02/03/19	02/05/19	12:00 PM	02/05/19	6:00 PM	02/15/19
5	FEB	02/04/19	02/17/19	02/19/19	12:00 PM	02/19/19	6:00 PM	03/01/19
6		02/18/19	03/03/19	03/05/19	12:00 PM	03/05/19	6:00 PM	03/15/19
7	MAR	03/04/19	03/17/19	03/19/19	12:00 PM	03/19/19	6:00 PM	03/29/19
8		03/18/19	03/31/19	04/02/19	12:00 PM	04/02/19	6:00 PM	04/12/19
9	APR	04/01/19	04/14/19	04/16/19	12:00 PM	04/16/19	6:00 PM	04/26/19
10		04/15/19	04/28/19	04/30/19	12:00 PM	04/30/19	6:00 PM	05/10/19
11		04/29/19	05/13/19	05/15/19	12:00 PM	05/15/19	6:00 PM	05/24/19
12	MAY	05/14/19	05/26/19	05/28/19	12:00 PM	05/28/19	6:00 PM	06/07/19
13		05/27/19	06/09/19	06/11/19	12:00 PM	06/11/19	6:00 PM	06/21/19
14	JUN	06/10/19	06/23/19	06/25/19	12:00 PM	06/25/19	6:00 PM	07/05/19
15		06/24/19	07/07/19	07/09/19	12:00 PM	07/09/19	6:00 PM	07/19/19
16	JUL	07/08/19	07/21/19	07/23/19	12:00 PM	07/23/19	6:00 PM	08/02/19
17		07/22/19	08/04/19	08/06/19	12:00 PM	08/06/19	6:00 PM	08/16/19
18	AUG	08/05/19	08/18/19	08/20/19	12:00 PM	08/20/19	6:00 PM	08/30/19
19		08/19/19	09/01/19	09/03/19	12:00 PM	09/03/19	6:00 PM	09/13/19
20	SEP	09/02/19	09/15/19	09/17/19	12:00 PM	09/17/19	6:00 PM	09/27/19
21		09/16/19	09/29/19	10/01/19	12:00 PM	10/01/19	6:00 PM	10/11/19
22		9/30/19	10/13/19	10/15/19	12:00 PM	10/15/19	6:00 PM	10/15/19
23	OCT	10/14/19	10/27/19	10/29/19	12:00 PM	10/29/19	6:00 PM	11/08/19
24		10/28/19	11/10/19	11/12/19	12:00 PM	11/12/19	6:00 PM	11/22/19
25	NOV	11/11/19	11/24/19	11/26/19*	12:00 PM *	11/26/19*	6:00 PM *	12/06/19
26		11/25/19	12/08/19	12/10/19	12:00 PM	12/10/19	6:00 PM	12/20/19

\*Due to the holidays noted above, supervisors must approve time immediately during these critical dates to ensure timely pay of employees. Late receipt of the pay authorization paperwork will cause the employee to experience a delay in timely pay.

As of: 11/14/2019