



TO: All Deans, Managers, Supervisors and Payroll Administrators

FROM: Joe B. Whitehead, Provost and Vice Chancellor for Academic Affairs  
Robert Pompey, Vice Chancellor for Business and Finance  
Ericka M. Smith, Interim Vice Chancellor for Human Resources

DATE: February 20, 2015

RE: Payroll Processing

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In order to be paid accurately and in a timely manner, it is imperative that essential paperwork be prepared and provided to the necessary departments responsible for approval and processing on time.

Effective immediately, all paperwork requiring Banner entry for payroll, i.e., new hires, salary changes, adjunct faculty, etc., must be in the Division of Human Resources no later than by the close of business on the 10th of each month. Please refer to the 2015 Banner Payroll Calendar at <http://www.ncat.edu/hr/documents/banner-hr/monthly-2015.pdf> for exceptions to the due date of the 10th of each month. Paperwork received after this deadline will be processed during the next monthly payroll cycle.

It is critical that we create and reinforce mechanisms for individual and collective accountability as payroll affects the livelihood of every employee on our campus (student, faculty and staff). It is expected that all schools/colleges/departments will adopt a renewed commitment to adhering to payroll related deadlines and proactively seek to meet any other related deadlines regarding the payroll process. We trust that you all will comply with this requirement as we continue to forge towards Preeminence 2020.

If you have any questions, please do not hesitate to contact the Division of Human Resources at 336-334-7862.