
Ohio Department of Administrative Services
Bob Taft, *Governor*
Scott Johnson, *Director*

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December 17, 2002

Payroll Letter 830
Supersedes Payroll Letter 814

To: Payroll Officers, Personnel Officers, Labor Relations Officers and
Fiscal Officers of all Departments, Institutions, Boards and
Commissions

From: Jerry A. Miller, Acting State Payroll Administrator

Subject: Payroll Processing Schedule for 2003

If you are submitting a journal to Payroll Services with entries you cannot make via computer terminal, please use the attached payroll schedule. Agencies will continue to post payroll via computer terminal through Thursday 9:00 p.m. the first week of the pay period.

Please contact Payroll Support at (614) 466-2944 if you have any questions regarding the attached schedule.

JAM/jam

Attachment

2003 Payroll Processing Schedule

NO.	Pay Period Ending	Cert. Form From Agency Deadline	Agency Access to System Deadline	Payday
1	December 28, 2002	December 31, 2002	January 3, 2003 **	January 10, 2003
2	January 11, 2003	January 15, 2003	January 16, 2003	January 24, 2003
3	January 25, 2003	January 29, 2003	January 30, 2003	February 7, 2003
4	February 8, 2003	February 12, 2003	February 13, 2003	February 21, 2003
5	February 22, 2003	February 26, 2003	February 27, 2003	March 7, 2003
6	March 8, 2003	March 12, 2003	March 13, 2003	March 21, 2003
7	March 22, 2003	March 26, 2003	March 27, 2003	April 4, 2003
8	April 5, 2003	April 9, 2003	April 10, 2003	April 18, 2003
9	April 19, 2003	April 23, 2003	April 24, 2003	May 2, 2003
10	May 3, 2003	May 7, 2003	May 8, 2003	May 16, 2003
11	May 17, 2003	May 21, 2003	May 22, 2003	May 30, 2003
12	May 31, 2003	June 4, 2003	June 5, 2003	June 13, 2003
13	June 14, 2003	June 18, 2003	June 19, 2003	June 27, 2003
14	June 28, 2003	July 1, 2003	July 3, 2003 **	July 11, 2003
15	July 12, 2003	July 16, 2003	July 17, 2003	July 25, 2003
16	July 26, 2003	July 30, 2003	July 31, 2003	August 8, 2003
17	August 9, 2003	August 13, 2003	August 14, 2003	August 22, 2003
18	August 23, 2003	August 27, 2003	August 28, 2003	September 5, 2003
19	September 6, 2003	September 10, 2003	September 11, 2003	September 19, 2003
20	September 20, 2003	September 24, 2003	September 25, 2003	October 3, 2003
21	October 4, 2003	October 8, 2003	October 9, 2003	October 17, 2003
22	October 18, 2003	October 22, 2003	October 23, 2003	October 31, 2003
23	November 1, 2003	November 5, 2003	November 6, 2003	November 14, 2003
24	November 15, 2003	November 19, 2003	November 20, 2003	November 28, 2003
25	November 29, 2003	December 3, 2003	December 4, 2003	December 12, 2003
26	December 13, 2003	December 17, 2003	December 18, 2003	December 26, 2003

Early payroll submissions and reduced access times are in bold print.

****NO FAXES (Payroll will be open to P/R Officers on final processing day until 10:00 am)**