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December 22, 2003

**Payroll Letter 850**  
Supersedes Payroll Letter 830

To: HR Administrators, Payroll Officers, Personnel Officers, Fiscal Officers,  
Labor Relations Officers, and EEO Officers of All Departments,  
Institutions, Boards and Commissions

From: Dan R. Parks, State Payroll Administrator

Subject: 2004 Payroll Processing Schedule

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Attached is a spreadsheet showing the 2004 Payroll Processing Schedule. For each biweekly delayed payroll processing cycle, the pay period ending date as well as the associated payday is shown. In addition, the deadline for agency submission of "Payroll Certification Authorization Forms" is listed. A final column shows the cutoff date for agency online update using the PAYU application.

During normal (non-holiday) payroll cycles, agencies will now have until Friday, 10:00 a.m. the first week of the cycle to post all online updates to employee PAYU records. Your update capability will be controlled by the setting of the field "Can Payroll Officers Update" on the payroll header screen for your agency. As long as this field is set to "Yes", you can post entries to employee payroll records. Nightly, as well as Thursday 12:00 noon, Payroll Support will process a Change Run that computes employee gross to net. A byproduct of this process is the creation of the PERR "Payroll Error List Screen". It is the responsibility of each agency to review this screen and to correct any errors that have been reported from the most recent Change Run process.

When Payroll Support sets field "Can Payroll Officers Update" to "No", all online capabilities will be suspended. ***Effective with this new schedule, we will no longer accept faxes or phone calls for last minute payroll changes after the setting of this field.*** Please ensure that you have posted all payroll entries including PERR corrections, by the cutoff deadline.

If you have any questions regarding the attached schedule or payroll processing, please contact Payroll Support at (614) 466-2944.

DRP/dp  
Attachment

## 2004 Payroll Processing Schedule

	<b>Pay Period Ending</b>	<b>Payday</b>	<b>Agency Certification Form Deadline</b>	<b>Agency PAYU Cutoff (10:00a.m.)</b>
1	December 27, 2003	January 9, 2004	<b><i>December 30, 2003</i></b>	January 2, 2004
2	January 10, 2004	January 23, 2004	January 14, 2004	January 16, 2004
3	January 24, 2004	February 6, 2004	January 28, 2004	January 30, 2004
4	February 7, 2004	February 20, 2004	February 11, 2004	February 13, 2004
5	February 21, 2004	March 5, 2004	February 25, 2004	February 27, 2004
6	March 6, 2004	March 19, 2004	March 10, 2004	March 12, 2004
7	March 20, 2004	April 2, 2004	March 24, 2004	March 26, 2004
8	April 3, 2004	April 16, 2004	April 7, 2004	April 9, 2004
9	April 17, 2004	April 30, 2004	April 21, 2004	April 23, 2004
10	May 1, 2004	May 14, 2004	May 5, 2004	May 7, 2004
11	May 15, 2004	May 28, 2004	May 19, 2004	May 21, 2004
12	May 29, 2004	June 11, 2004	June 2, 2004	June 4, 2004
13	June 12, 2004	June 25, 2004	June 16, 2004	June 18, 2004
14	June 26, 2004	July 9, 2004	June 30, 2004	July 2, 2004
15	July 10, 2004	July 23, 2004	July 14, 2004	July 16, 2004
16	July 24, 2004	August 6, 2004	July 28, 2004	July 30, 2004
17	August 7, 2004	August 20, 2004	August 11, 2004	August 13, 2004
18	August 21, 2004	September 3, 2004	August 25, 2004	August 27, 2004
19	September 4, 2004	September 17, 2004	September 8, 2004	September 10, 2004
20	September 18, 2004	October 1, 2004	September 22, 2004	September 24, 2004
21	October 2, 2004	October 15, 2004	October 6, 2004	October 8, 2004
22	October 16, 2004	October 29, 2004	October 20, 2004	October 22, 2004
23	October 30, 2004	November 12, 2004	November 3, 2004	November 5, 2004
24	November 13, 2004	November 26, 2004	November 17, 2004	November 19, 2004
25	November 27, 2004	December 10, 2004	December 1, 2004	December 3, 2004
26	December 11, 2004	December 23, 2004	December 15, 2004	December 17, 2004

Early Payroll Certification Authorization Forms are in ***bold italic*** print.