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

Human Resources Division
Floor 29
30 East Broad Street
Columbus, Ohio 43215-0405

614.466.6915 voice
614.232.1653 fax
www.state.oh.us/das/hrd/payroll



December 14, 2004

Payroll Letter 869
Supersedes Payroll Letter 850

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: 2005 Payroll Processing Schedule

Attached is a spreadsheet showing the 2005 State 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 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 statewide Change Run that will compute 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 HRD Payroll Support sets field "Can Payroll Officers Update" to "No", all online capabilities will be suspended. 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

2005 State Payroll Processing Schedule

	Pay Period Ending	Payday	Agency Certification Form Deadline	Agency PAYU Cutoff (10:00a.m.)
1	December 25, 2004	January 7, 2005	<i>December 28, 2004</i>	December 30, 2004
2	January 8, 2005	January 21, 2005	January 12, 2005	January 14, 2005
3	January 22, 2005	February 4, 2005	January 26, 2005	January 28, 2005
4	February 5, 2005	February 18, 2005	February 9, 2005	February 11, 2005
5	February 19, 2005	March 4, 2005	February 23, 2005	February 25, 2005
6	March 5, 2005	March 18, 2005	March 9, 2005	March 11, 2005
7	March 19, 2005	April 1, 2005	March 23, 2005	March 25, 2005
8	April 2, 2005	April 15, 2005	April 6, 2005	April 8, 2005
9	April 16, 2005	April 29, 2005	April 20, 2005	April 22, 2005
10	April 30, 2005	May 13, 2005	May 4, 2005	May 6, 2005
11	May 14, 2005	May 27, 2005	May 18, 2005	May 20, 2005
12	May 28, 2005	June 10, 2005	June 1, 2005	June 3, 2005
13	June 11, 2005	June 24, 2005	June 15, 2005	June 17, 2005
14	June 25, 2005	July 8, 2005	June 29, 2005	July 1, 2005
15	July 9, 2005	July 22, 2005	July 13, 2005	July 15, 2005
16	July 23, 2005	August 5, 2005	July 27, 2005	July 29, 2005
17	August 6, 2005	August 19, 2005	August 10, 2005	August 12, 2005
18	August 20, 2005	September 2, 2005	August 24, 2005	August 26, 2005
19	September 3, 2005	September 16, 2005	September 7, 2005	September 9, 2005
20	September 17, 2005	September 30, 2005	September 21, 2005	September 23, 2005
21	October 1, 2005	October 14, 2005	October 5, 2005	October 7, 2005
22	October 15, 2005	October 28, 2005	October 19, 2005	October 21, 2005
23	October 29, 2005	November 10, 2005	November 2, 2005	November 4, 2005
24	November 12, 2005	November 25, 2005	November 16, 2005	November 18, 2005
25	November 26, 2005	December 9, 2005	November 30, 2005	December 2, 2005
26	December 10, 2005	December 23, 2005	December 14, 2005	December 16, 2005

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