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December 19, 2005

Payroll Letter 891
Supersedes Payroll Letter 869

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: 2006 Payroll Processing Schedule

Attached is the 2006 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, HRD 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 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 DAS HRD Payroll Support at (614) 466-2944.

DRP/dp
Attachment

2006 State Payroll Processing Schedule

	Pay Period Ending	Payday	Agency Certification Form Deadline	Agency PAYU Cutoff (10:00a.m.)
1	December 24, 2005	January 6, 2006	December 28, 2005	<i>9:00 pm December 29, 2005</i>
2	January 7, 2006	January 20, 2006	January 11, 2006	January 13, 2006
3	January 21, 2006	February 3, 2006	January 25, 2006	January 27, 2006
4	February 4, 2006	February 17, 2006	February 8, 2006	February 10, 2006
5	February 18, 2006	March 3, 2006	February 22, 2006	February 24, 2006
6	March 4, 2006	March 17, 2006	March 8, 2006	March 10, 2006
7	March 18, 2006	March 31, 2006	March 22, 2006	March 24, 2006
8	April 1, 2006	April 14, 2006	April 5, 2006	April 7, 2006
9	April 15, 2006	April 28, 2006	April 19, 2006	April 21, 2006
10	April 29, 2006	May 12, 2006	May 3, 2006	May 5, 2006
11	May 13, 2006	May 26, 2006	May 17, 2006	May 19, 2006
12	May 27, 2006	June 9, 2006	May 31, 2006	June 2, 2006
13	June 10, 2006	June 23, 2006	June 14, 2006	June 16, 2006
14	June 24, 2006	July 7, 2006	June 28, 2006	June 30, 2006
15	July 8, 2006	July 21, 2006	July 12, 2006	July 14, 2006
16	July 22, 2006	August 4, 2006	July 26, 2006	July 28, 2006
17	August 5, 2006	August 18, 2006	August 9, 2006	August 11, 2006
18	August 19, 2006	September 1, 2006	August 23, 2006	August 25, 2006
19	September 2, 2006	September 15, 2006	September 6, 2006	September 8, 2006
20	September 16, 2006	September 29, 2006	September 20, 2006	September 22, 2006
21	September 30, 2006	October 13, 2006	October 4, 2006	October 6, 2006
22	October 14, 2006	October 27, 2006	October 18, 2006	October 20, 2006
23	October 28, 2006	November 9, 2006	November 1, 2006	November 3, 2006
24	November 11, 2006	November 24, 2006	November 15, 2006	November 17, 2006
25	November 25, 2006	December 8, 2006	November 29, 2006	December 1, 2006
26	December 9, 2006	December 22, 2006	December 13, 2006	December 15, 2006

Early Payroll Submission is ***bold italic***.