

# Payroll Department

APPALACHIAN STATE UNIVERSITY

## Guidelines/Timelines for December 2021 Payroll Processing

Please note:

- All departments must have designated staff who can address any payroll-related problems available through December 17, 2021.
- For employees who are not enrolled in ACH/Direct Deposit, your December paycheck will be mailed to your current Human Resources-Alumni Address in the Banner HR system.
- Employees are responsible for ensuring their Human Resources-Alumni Address in Banner Employee Self Service is correct. This Address cannot be updated online. You must contact the Human Resource Office if your Human Resources-Alumni Address needs to be updated.

### Semi-Monthly Temporary Employees

1. SM Payroll #24 for Students, Graduate Assistants, Work Study, and Non-Student Temporary employees will be paid on December 21, 2021 for work performed December 1st thru 15th.
  - Time worked for SM #24 must be entered by the employee **by Noon (12:00 pm) on Thursday, December 16, 2021.**
  - Hours submitted must be approved by the employing department **by Noon (12:00 pm) on Thursday, December 16, 2021.**
  - Hours worked that are not submitted by employees by the above deadline cannot be paid in the December payroll cycle and will not be processed until January 2022.
  - For any hours not submitted by employees by the deadline, a manual check request will have to be completed by the employing department. Manual check requests will not be processed for payment until January 2022.
2. Payroll dates to observe for work performed December 16th thru 31st paid in January 2022:
  - The window for time entry for SM #1 2022 will close January 3, 2022 at 12:00 pm. Semi-monthly employees will be paid on January 14, 2022 for work performed from December 16th to December 31st.

### Monthly Faculty and Staff Employees

1. The December 2021, month-end payrolls for all SHRA, EHRA, and Faculty employees will be paid on Tuesday, December 21, 2021.
2. All EHRA One-Time-Pays for the December payroll must be submitted to the payroll office **no later than December 3, 2021.** One-Time-Pays that are submitted through the Academic Affairs Department should be submitted to Academic Affairs no later than **November 19, 2021**, in order to meet this deadline.
3. MN/SHRA Time sheets should be entered and approved **no later than December 9, 2021 by 5:00 p.m.**
4. Permanent SHRA employees will need to project REGULAR time for December 9th-15th.
5. **You should not report any Comp hours earned for December 9th-15th.**
  - a. If comp hours are projected on any timesheet for December 9th-15th, this time cannot be processed in the December payroll.
  - b. Any comp time earned for time worked between December 9th-15th should be recorded on the following amended paper timesheet and will be posted in the January 2022 payroll:  
[Amended ASU Subject to Overtime Employee Banner Time Record](https://controller.appstate.edu/system/files/13p_mn_shra_subj_to_ot_amend_lock.xlsx),  
([https://controller.appstate.edu/system/files/13p\\_mn\\_shra\\_subj\\_to\\_ot\\_amend\\_lock.xlsx](https://controller.appstate.edu/system/files/13p_mn_shra_subj_to_ot_amend_lock.xlsx))
6. Payroll dates to observe for adjustments to the December 2021 payroll:
  - a. Paper Amended timesheets necessary to correct December projected hours for permanent employees will be **due no later than January 7, 2022 at 5:00 p.m.** Please include a **complete** corrected paper amended timesheet:  
[Amended ASU Subject to Overtime Employee Banner Time Record](https://controller.appstate.edu/system/files/13p_mn_shra_subj_to_ot_amend_lock.xlsx),  
([https://controller.appstate.edu/system/files/13p\\_mn\\_shra\\_subj\\_to\\_ot\\_amend\\_lock.xlsx](https://controller.appstate.edu/system/files/13p_mn_shra_subj_to_ot_amend_lock.xlsx))
7. There will be no changes to deadlines for EHRA Leave Reports. EHRA Leave Reports for December 2021 will be due on the regularly scheduled deadline of **January 7, 2022 at 5:00 p.m.**
8. Payroll dates to observe for the Regular January 2022 Payroll:
  - a. We will return to a regular payroll cycle for the January 2022 payroll. Permanent employees will be paid on Monday, January 31, 2022 for work performed from December 16<sup>th</sup>, 2021 to January 15<sup>th</sup>, 2022.