

## Temporary Solutions Payroll Deadlines Calendar | December 2022-2023

The Temporary Solutions Payroll Deadlines Calendar identifies the dates that job orders and onboarding packets are needed in order to process payroll for the pay period the job candidate will begin working. Job orders and onboarding packets that are submitted on or before the deadline will be prioritized over those that are not. Please note that Federal law requires employing agencies to complete and sign Section 2 of the Form I-9, Employment Eligibility Verification, within three business days of the employee's first day of work for pay. Completed onboarding packets are requested prior to the third day of work for pay so that Temporary Solutions has enough time to process the employee's hiring action, which cannot be done without the information on the Form I-9.

### Understanding the Deadlines Calendar

PP Start and PP End: Each pay period starts on Saturday and ends two weeks later on Friday.

Pay Day: Bi-weekly pay days are predetermined and implemented by the Office of State Controller (OSC). Temporary Solutions does not establish pay dates or run its own payroll.

Job Orders Due to TS: The date that job orders are due depends on the date your job candidate will begin working. Find the pay period date range you would like your temporary to start working. The deadlines for submitting your job order are found in the same row, to the right. Job orders are due by 5:00PM on the deadline date.

Completed Onboarding Due to PC: A completed onboarding packet means that 1) the job candidate has completed all required fields of the onboarding packet, including Section I-9 of the Form I-9, and 2) the employing agency has completed and signed Section 2 of the Form I-9, uploaded all required Form I-9 documentation, and clicked "Finish" to advance the packet to the Placement Counselor. Completed onboarding packets are due by 5:00PM on the deadline date.

Timesheets Due by Noon: Employees and employing agencies who use paper timesheets must submit completed and signed paper timesheets to [ts.timesheets@nc.gov](mailto:ts.timesheets@nc.gov) no later than noon on the Monday following the last day of the pay period. Paper timesheets that are submitted after noon on Monday may not be processed in time for bi-weekly payroll, meaning the employee may not be paid or may not receive the expected pay amount. Employees entering their time directly into the Integrated HR-Payroll System should enter their time at least weekly. Employing agencies should have processes in place to ensure that supervisors are reviewing and approving time weekly in accordance with the finalization schedule on the OSC Payroll Calendar.

Payroll Finalizes: No changes can be made to the upcoming pay day once payroll finalizes. All time entries must be approved and all personnel actions must be completed no later than the day prior to payroll finalization.

PP Start (Saturday)	PP End (Friday)	Pay Day	Job Orders Due to TS	Completed Onboarding Due to PC	Timesheets Due by Noon	Payroll Finalizes
Dec 10, 2022	Dec 23, 2022	Friday, Jan 6, 2023	Monday, Nov 28, 2022	Tuesday, Dec 6, 2022	Wednesday, Dec 28, 2022	Tuesday, Jan 3, 2023
Dec 24, 2022	Jan 6, 2023	Friday, Jan 20, 2023	Friday, Dec 9, 2022	Tuesday, Dec 20, 2022	Monday, Jan 9, 2023	Tuesday, Jan 17, 2023
Jan 7, 2023	Jan 20, 2023	Friday, Feb 3, 2023	Wednesday, Dec 28, 2022	Tuesday, Jan 3, 2023	Monday, Jan 23, 2023	Tuesday, Jan 31, 2023
Jan 21, 2023	Feb 3, 2023	Friday, Feb 17, 2023	Friday, Jan 6, 2023	Tuesday, Jan 17, 2023	Monday, Feb 6, 2023	Tuesday, Feb 14, 2023
Feb 4, 2023	Feb 17, 2023	Friday, Mar 3, 2023	Friday, Jan 20, 2023	Tuesday, Jan 31, 2023	Monday, Feb 20, 2023	Tuesday, Feb 28, 2023
Feb 18, 2023	Mar 3, 2023	Friday, Mar 17, 2023	Friday, Feb 3, 2023	Tuesday, Feb 14, 2023	Monday, Mar 6, 2023	Tuesday, Mar 14, 2023
Mar 4, 2023	Mar 17, 2023	Friday, Mar 31, 2023	Friday, Feb 17, 2023	Tuesday, Feb 28, 2023	Monday, Mar 20, 2023	Tuesday, Mar 28, 2023
Mar 18, 2023	Mar 31, 2023	Friday, Apr 14, 2023	Friday, Mar 3, 2023	Tuesday, Mar 14, 2023	Monday, Apr 3, 2023	Tuesday, Apr 11, 2023
Apr 1, 2023	Apr 14, 2023	Friday, Apr 28, 2023	Friday, Mar 17, 2023	Tuesday, Mar 28, 2023	Monday, Apr 17, 2023	Tuesday, Apr 25, 2023
Apr 15, 2023	Apr 28, 2023	Friday, May 12, 2023	Friday, Mar 31, 2023	Tuesday, Apr 11, 2023	Monday, May 1, 2023	Tuesday, May 9, 2023
Apr 29, 2023	May 12, 2023	Friday, May 26, 2023	Friday, Apr 14, 2023	Tuesday, Apr 25, 2023	Monday, May 15, 2023	Tuesday, May 23, 2023
May 13, 2023	May 26, 2023	Friday, Jun 9, 2023	Friday, Apr 28, 2023	Tuesday, May 9, 2023	Tuesday, May 30, 2023	Tuesday, Jun 6, 2023
May 27, 2023	Jun 9, 2023	Friday, Jun 23, 2023	Friday, May 12, 2023	Tuesday, May 23, 2023	Monday, Jun 12, 2023	Tuesday, Jun 20, 2023
Jun 10, 2023	Jun 23, 2023	Friday, Jul 7, 2023	Friday, May 26, 2023	Tuesday, Jun 6, 2023	Monday, Jun 26, 2023	Monday, Jul 3, 2023
June 24, 2023	Jul 7, 2023	Friday, Jul 21, 2023	Friday, Jun 9, 2023	Tuesday, Jun 20, 2023	Monday, Jul 10, 2023	Tuesday, Jul 18, 2023
Jul 8, 2023	Jul 21, 2023	Friday, Aug 4, 2023	Friday, Jun 23, 2023	Wednesday, Jul 5, 2023	Monday, Jul 24, 2023	Tuesday, Aug 1, 2023
Jul 22, 2023	Aug 4, 2023	Friday, Aug 18, 2023	Friday, Jul 7, 2023	Tuesday, Jul 18, 2023	Monday, Aug 7, 2023	Tuesday, Aug 15, 2023
Aug 5, 2023	Aug 18, 2023	Friday, Sep 1, 2023	Friday, Jul 21, 2023	Tuesday, Aug 1, 2023	Monday, Aug 21, 2023	Tuesday, Aug 29, 2023
Aug 19, 2023	Sep 1, 2023	Friday, Sep 15, 2023	Friday, Aug 4, 2023	Tuesday, Aug 15, 2023	Tuesday, Sep 5, 2023	Tuesday, Sep 12, 2023
Sep 2, 2023	Sep 15, 2023	Friday, Sep 29, 2023	Friday, Aug 18, 2023	Tuesday, Aug 29, 2023	Monday, Sep 18, 2023	Tuesday, Sep 26, 2023
Sep 16, 2023	Sep 29, 2023	Friday, Oct 13, 2023	Friday, Sep 1, 2023	Tuesday, Sep 12, 2023	Monday, Oct 2, 2023	Tuesday, Oct 10, 2023
Sep 30, 2023	Oct 13, 2023	Friday, Oct 27, 2023	Friday, Sep 15, 2023	Tuesday, Sep 26, 2023	Monday, Oct 16, 2023	Tuesday, Oct 24, 2023
Oct 14, 2023	Oct 27, 2023	Thursday, Nov 9, 2023	Friday, Sep 29, 2023	Tuesday, Oct 10, 2023	Monday, Oct 30, 2023	Monday, Nov 6, 2023
Oct 28, 2023	Nov 10, 2023	Wednesday, Nov 22, 2023	Friday, Oct 13, 2023	Tuesday, Oct 24, 2023	Monday, Nov 13, 2023	Friday, Nov 17, 2023
Nov 11, 2023	Nov 24, 2023	Friday, Dec 8, 2023	Friday, Oct 27, 2023	Tuesday, Nov 7, 2023	Monday, Nov 27, 2023	Tuesday, Dec 5, 2023
Nov 25, 2023	Dec 8, 2023	Thursday, Dec 21, 2023	Monday, Nov 13, 2023	Tuesday, Nov 21, 2023	Monday, Dec 11, 2023	Monday, Dec 18, 2023