

Temporary Solutions Payroll Deadlines Calendar | December 2023-2024

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.

Onboarding Due to BEACON Section: Placement Counselors must share completed employee files with the appropriate BEACON Specialist by 5:00PM on the deadline date. Exceptions may be granted by the BEACON Section or the Manager/Assistant Manager. A completed employee file means that the onboarding packet is complete, all required Form I-9 documents are attached, all pages and attachments are clear and legible, the Cross Agency Verification has been completed, and all questions/clarifications raised by the BEACON Section have been addressed.

Timesheets Due by Noon: Employees and employing agencies who use paper timesheets must submit completed and signed paper timesheets to 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 09, 2023	Dec 22, 2023	Friday, January 5, 2024	Monday, November 27, 2023	Tuesday, December 5, 2023	Thursday, December 28, 2023	Tuesday, January 2, 2024
Dec 23, 2023	Jan 05, 2024	Friday, January 19, 2024	Monday, December 11, 2023	Tuesday, December 19, 2023	Monday, January 8, 2024	Tuesday, January 16, 2024
Jan 06, 2024	Jan 19, 2024	Friday, February 2, 2024	Friday, December 22, 2023	Tuesday, January 2, 2024	Monday, January 22, 2024	Tuesday, January 30, 2024
Jan 20, 2024	Feb 02, 2024	Friday, February 16, 2024	Monday, January 8, 2024	Tuesday, January 16, 2024	Monday, February 5, 2024	Tuesday, February 13, 2024
Feb 03, 2024	Feb 16, 2024	Friday, March 1, 2024	Monday, January 22, 2024	Tuesday, January 30, 2024	Monday, February 19, 2024	Tuesday, February 27, 2024
Feb 17, 2024	Mar 01, 2024	Friday, March 15, 2024	Monday, February 5, 2024	Tuesday, February 13, 2024	Monday, March 4, 2024	Tuesday, March 12, 2024
Mar 02, 2024	Mar 15, 2024	Thursday, March 28, 2024	Monday, February 19, 2024	Tuesday, February 27, 2024	Monday, March 18, 2024	Monday, March 25, 2024
Mar 16, 2024	Mar 29, 2024	Friday, April 12, 2024	Monday, March 4, 2024	Tuesday, March 12, 2024	Monday, April 1, 2024	Tuesday, April 9, 2024
Mar 30, 2024	Apr 12, 2024	Friday, April 26, 2024	Monday, March 18, 2024	Tuesday, March 26, 2024	Monday, April 15, 2024	Tuesday, April 23, 2024
Apr 13, 2024	Apr 26, 2024	Friday, May 10, 2024	Monday, April 1, 2024	Tuesday, April 9, 2024	Monday, April 29, 2024	Tuesday, May 7, 2024
Apr 27, 2024	May 10, 2024	Friday, May 24, 2024	Monday, April 15, 2024	Tuesday, April 23, 2024	Monday, May 13, 2024	Tuesday, May 21, 2024
May 11, 2024	May 24, 2024	Friday, June 7, 2024	Monday, April 29, 2024	Tuesday, May 7, 2024	Tuesday, May 28, 2024	Tuesday, June 4, 2024
May 25, 2024	Jun 07, 2024	Friday, June 21, 2024	Monday, May 13, 2024	Tuesday, May 21, 2024	Monday, June 10, 2024	Tuesday, June 18, 2024
Jun 08, 2024	Jun 21, 2024	Friday, July 5, 2024	Tuesday, May 28, 2024	Tuesday, June 4, 2024	Monday, June 24, 2024	Monday, July 1, 2024
Jun 22, 2024	Jul 05, 2024	Friday, July 19, 2024	Monday, June 10, 2024	Tuesday, June 18, 2024	Monday, July 8, 2024	Tuesday, July 16, 2024
Jul 06, 2024	Jul 19, 2024	Friday, August 2, 2024	Monday, June 24, 2024	Tuesday, July 2, 2024	Monday, July 22, 2024	Tuesday, July 30, 2024
Jul 20, 2024	Aug 02, 2024	Friday, August 16, 2024	Monday, July 8, 2024	Tuesday, July 16, 2024	Monday, August 5, 2024	Tuesday, August 13, 2024
Aug 03, 2024	Aug 16, 2024	Friday, August 30, 2024	Monday, July 22, 2024	Tuesday, July 30, 2024	Monday, August 19, 2024	Tuesday, August 27, 2024
Aug 17, 2024	Aug 30, 2024	Friday, September 13, 2024	Monday, August 5, 2024	Tuesday, August 13, 2024	Tuesday, September 3, 2024	Tuesday, September 10, 2024
Aug 31, 2024	Sep 13, 2024	Friday, September 27, 2024	Monday, August 19, 2024	Tuesday, August 27, 2024	Monday, September 16, 2024	Tuesday, September 24, 2024
Sep 14, 2024	Sep 27, 2024	Friday, October 11, 2024	Tuesday, September 3, 2024	Tuesday, September 10, 2024	Monday, September 30, 2024	Tuesday, October 8, 2024
Sep 28, 2024	Oct 11, 2024	Friday, October 25, 2024	Monday, September 16, 2024	Tuesday, September 24, 2024	Monday, October 14, 2024	Tuesday, October 22, 2024
Oct 12, 2024	Oct 25, 2024	Friday, November 8, 2024	Monday, September 30, 2024	Tuesday, October 8, 2024	Monday, October 28, 2024	Tuesday, November 5, 2024
Oct 26, 2024	Nov 08, 2024	Friday, November 22, 2024	Monday, October 14, 2024	Tuesday, October 22, 2024	Tuesday, November 12, 2024	Tuesday, November 19, 2024
Nov 09, 2024	Nov 22, 2024	Friday, December 6, 2024	Monday, October 28, 2024	Tuesday, November 5, 2024	Monday, November 25, 2024	Tuesday, December 3, 2024
Nov 23, 2024	Dec 06, 2024	Friday, December 20, 2024	Tuesday, November 12, 2024	Tuesday, November 19, 2024	Monday, December 9, 2024	Tuesday, December 17, 2024