

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 07, 2024	Dec 20, 2024	Friday, January 3, 2025	Monday, November 25, 2024	Tuesday, December 3, 2024	Monday, December 23, 2024	Monday, December 30, 2024
Dec 21, 2024	Jan 03, 2025	Friday, January 17, 2025	Monday, December 9, 2024	Tuesday, December 17, 2024	Monday, January 6, 2025	Tuesday, January 14, 2025
Jan 04, 2025	Jan 17, 2025	Friday, January 31, 2025	Monday, December 23, 2024	Tuesday, December 31, 2024	Tuesday, January 21, 2025	Tuesday, January 28, 2025
Jan 18, 2025	Jan 31, 2025	Friday, February 14, 2025	Monday, January 6, 2025	Tuesday, January 14, 2025	Monday, February 3, 2025	Tuesday, February 11, 2025
Feb 01, 2025	Feb 14, 2025	Friday, February 28, 2025	Tuesday, January 21, 2025	Tuesday, January 28, 2025	Monday, February 17, 2025	Tuesday, February 25, 2025
Feb 15, 2025	Feb 28, 2025	Friday, March 14, 2025	Monday, February 3, 2025	Tuesday, February 11, 2025	Monday, March 3, 2025	Tuesday, March 11, 2025
Mar 01, 2025	Mar 14, 2025	Friday, March 28, 2025	Monday, February 17, 2025	Tuesday, February 25, 2025	Monday, March 17, 2025	Tuesday, March 25, 2025
Mar 15, 2025	Mar 28, 2025	Friday, April 11, 2025	Monday, March 3, 2025	Tuesday, March 11, 2025	Monday, March 31, 2025	Tuesday, April 8, 2025
Mar 29, 2025	Apr 11, 2025	Friday, April 25, 2025	Monday, March 17, 2025	Tuesday, March 25, 2025	Monday, April 14, 2025	Tuesday, April 22, 2025
Apr 12, 2025	Apr 25, 2025	Friday, May 9, 2025	Monday, March 31, 2025	Tuesday, April 8, 2025	Monday, April 28, 2025	Tuesday, May 6, 2025
Apr 26, 2025	May 09, 2025	Friday, May 23, 2025	Monday, April 14, 2025	Tuesday, April 22, 2025	Monday, May 12, 2025	Tuesday, May 20, 2025
May 10, 2025	May 23, 2025	Friday, June 6, 2025	Monday, April 28, 2025	Tuesday, May 6, 2025	Tuesday, May 27, 2025	Tuesday, June 3, 2025
May 24, 2025	Jun 06, 2025	Friday, June 20, 2025	Monday, May 12, 2025	Tuesday, May 20, 2025	Monday, June 9, 2025	Friday, June 13, 2025
Jun 07, 2025	Jun 20, 2025	Thursday, July 3, 2025	Tuesday, May 27, 2025	Tuesday, June 3, 2025	Monday, June 23, 2025	Thursday, June 26, 2025
Jun 21, 2025	Jul 04, 2025	Friday, July 18, 2025	Monday, June 9, 2025	Tuesday, June 17, 2025	Monday, July 7, 2025	Tuesday, July 15, 2025
Jul 05, 2025	Jul 18, 2025	Friday, August 1, 2025	Monday, June 23, 2025	Tuesday, July 1, 2025	Monday, July 21, 2025	Tuesday, July 29, 2025
Jul 19, 2025	Aug 01, 2025	Friday, August 15, 2025	Monday, July 7, 2025	Tuesday, July 15, 2025	Monday, August 4, 2025	Tuesday, August 12, 2025
Aug 02, 2025	Aug 15, 2025	Friday, August 29, 2025	Monday, July 21, 2025	Tuesday, July 29, 2025	Monday, August 18, 2025	Tuesday, August 26, 2025
Aug 16, 2025	Aug 29, 2025	Friday, September 12, 2025	Monday, August 4, 2025	Tuesday, August 12, 2025	Tuesday, September 2, 2025	Tuesday, September 9, 2025
Aug 30, 2025	Sep 12, 2025	Friday, September 26, 2025	Monday, August 18, 2025	Tuesday, August 26, 2025	Monday, September 15, 2025	Tuesday, September 23, 2025
Sep 13, 2025	Sep 26, 2025	Friday, October 10, 2025	Tuesday, September 2, 2025	Tuesday, September 9, 2025	Monday, September 29, 2025	Tuesday, October 7, 2025
Sep 27, 2025	Oct 10, 2025	Friday, October 24, 2025	Monday, September 15, 2025	Tuesday, September 23, 2025	Monday, October 13, 2025	Tuesday, October 21, 2025
Oct 11, 2025	Oct 24, 2025	Friday, November 7, 2025	Monday, September 29, 2025	Tuesday, October 7, 2025	Monday, October 27, 2025	Tuesday, November 4, 2025
Oct 25, 2025	Nov 07, 2025	Friday, November 21, 2025	Monday, October 13, 2025	Tuesday, October 21, 2025	Monday, November 10, 2025	Tuesday, November 18, 2025
Nov 08, 2025	Nov 21, 2025	Friday, December 5, 2025	Monday, October 27, 2025	Tuesday, November 4, 2025	Monday, November 24, 2025	Tuesday, December 2, 2025
Nov 22, 2025	Dec 05, 2025	Friday, December 19, 2025	Monday, November 10, 2025	Tuesday, November 18, 2025	Monday, December 8, 2025	Tuesday, December 16, 2025