

UNIVERSITY OF ARKANSAS AT PINE BLUFF
SCHEDULE OF DEADLINES FOR HR/PAYROLL PROCESSES

In order that employees are paid in a timely manner, please process the appropriate forms so they will reach the the HR/Payroll Offices in accordance with the following schedule. Note: Individuals who are not paid on the regular pay day as a result of paperwork received after the deadline will be paid on the next pay date.

This schedule lists **the minimum number of days before** pay day that documents must reach the HR/Payroll office for payroll processing. Pay dates are the 15th and last day of each month (or the previous Friday if either date falls on a weekend.)

PROCESS TYPE	DEADLINE FOR RECEIPT IN HR	DEADLINE FOR RECEIPT IN PAYROLL
*PAFs-New appointments	7 days	
*PAFs - Changes, terminations, overloads, adjuncts, extra help	7 days	
*Concurrent employment requests	14 days prior to work start-up.	
*Any miscellaneous pay	8 days	
**Time sheets	2 working days after each pay date	
****Benefits enrollment and changes (insurance plans & retirement)	7 days	
Monthly Leave Reports	5 working day of the month	
Tax Withholding (W-4)	8 days	7 days
*****Direct Deposit Request		7 days
*****Other payroll withholdings		7 days

*Submit forms through the following established channel: Department Chair or Director → Dean, if appropriate, →appropriate Vice Chancellor → Grant Accounting, if appropriate, → Budget Office → Chancellor. Documents must clear each of these offices prior to submission to Human Resources.

Submit timesheets through channels established by the appropriate Vice Chancellor. All timesheets **must be signed by the employee and the supervisor.

***Submit forms to HR; HR will submit to Payroll.

****Submit form to Human Resources.

*****Submit these documents directly to the Payroll Office.

NEWLY APPOINTED REGULAR EMPLOYEES HAVE 31 DAYS FROM THE DATE OF HIRE TO ENROLL IN BENEFITS. AFTER 31 DAYS, BENEFITS ARE FORFEITED. For extenuating circumstances, the UA System Office will need a letter from the Dean/Director with approval from the appropriate Vice Chancellor stating why the employee did not enroll during the 31-day enrollment period. If approval is granted,the employee will be given another opportunity to enroll.