



Office of Human Resources

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UAF Human Resources Payroll Deadlines

Deadlines: The following documents must be in the UAF HR Payroll Office by the days and times stated below in order to be reported in the run currently being processed.

Anything received after these deadlines will be reported in future payroll runs

Friday prior to payroll initializing (this is generally payday):

- Supplemental pay requests to include but not limited to flat fee payments, employee recognition awards, spot awards, awards, honorarium, bonus, etc.
- Direct Deposit new setups and changes
- Annual Leave cash-in requests
- Prior run timesheets – revised or late

Monday 12pm (noon) key week:

- **Current run only** - paper timesheets for those employees who are not participating in web time entry (NR's with FW assignment – the FW assignment timesheet, SIKULIAQ, New hires whose job is being setup late, etc.)

Tuesday of key week:

- All web timesheets must be in approved status by end of the day with the exception of those in "Return for Correction" status

Thursday and Friday of key week (key week is the prior week before payday) will be solely reserved for correcting NBAJOBS record errors and for reviewing - reports, web timesheets and PHAHOUR.