FSU | OFFICE OF HUMAN RESOURCES

ALTERNATE PAYROLL "O" SCHEDULE

Pay Period 01/01/27-01/14/27

Payroll Processes are 1 Day Early

Although the deadline for Time and Leave Approvals is at NOON on Thursday, departments should continue to monitor time entries and approvals through 10:30 AM on Friday. Due to changes in an employee's Reported Time, approvals may still be required. Please DO NOT rely on HR to notify you if approvals need to be done for your department.

Tuesday ***01/12/27*** **Run Actives**	**Wednesday** ***01/13/27*** **Time Entry Deadline**	**Thursday** ***01/14/27*** **Time Approval Deadline**	**Friday** ***01/15/27*** **Payroll Calc**	**Tuesday** ***01/19/27*** **Final Cost Center**
• In OBI Reporting, review **Actives Report** to verify that appointment data submitted prior to deadline is correct. • If incorrect, create a FSU Service Center Case.	• Time entry is to be completed by **5:00 PM.**	• In myFSU BI, review the **Employee Time Verification Report** to verify time entry is correct. If the recorded time is inaccurate, correct it and check for exceptions/approvals before **NOON**. • To have time included on the Cost Center Report (CCR), reported time approvals should be completed by **NOON**. If you have not approved Reported Time by **NOON**, it will not appear on the CCR. • Review CCR (Version 1) to verify that pre-calced pay is correct. If incorrect, look at **Timesheet, Payable Time,** and **Review Paycheck Summary.** These pages may show time that does not appear on the CCR due to changes in Reported Time since the CCR was posted. • Please continue checking throughout the day for last-minute **approvals.**	• Review CCR (Version 2) to verify that pre-calced pay is correct. If incorrect, look at **Timesheet, Payable Time,** and **Review Paycheck Summary.** These pages may show time that does not appear on the CCR due to changes in Reported Time since the CCR was posted. If employee time or payroll information is still incorrect, please create a FSU Service Center Case. • **Report all problems by 10:30 AM.** Cases submitted after **10:30 AM** cannot be guaranteed to be worked. Be available to answer questions by HR administrators working on FSU Service Center Cases. • Continue checking for last-minute **approvals** until **10:30 AM.** The payroll calc begins at **10:30 AM** and further changes to time entry will not be processed by Payroll.	• Review CCR (Final Version) after final payroll calculation. If something appears to be incorrect look at **Review Paycheck Summary.** Create a FSU Service Center Case, if needed. • Department Charge Reports available in myFSU BI.