

ALTERNATE PAYROLL "N" SCHEDULE

Pay Period 12/19/25-1/1/26

Payroll Processes are Accelerated

Although the deadline for Time and Leave Approvals is due by 5:00 PM on Friday, departments should continue to monitor time entries and approvals through 12:00 PM (Noon) on Monday. 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.

Thursday 12/18/25 Run Actives	Friday 12/19/25 Time Entry Deadline & Time Approval Deadline	Monday 1/5/26 Payroll Calc	Tuesday 1/6/26 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 12:00 PM (Noon). • In order to have time included on the Cost Center Report (CCR), reported time approvals should be completed by 5:00 PM. If you have not approved Reported Time by 5:00 PM, it may not appear on the CCR.	• In myFSU BI, review the Employee Time Verification Report to verify time entry is correct. If the recorded time is not accurate, correct it and check exceptions/approvals before NOON. • Review CCR (only preliminary version) to verify that pre-calcd 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. • Continue checking for last-minute approvals until 12:00 PM. The payroll calc begins at 12:00 PM, and further changes to time entry will not be processed by Payroll. • Report all problems by 12:00 PM. Cases submitted after 12:00 PM cannot be guaranteed to be worked. Be available to answer questions by HR administrators working on FSU Service Center Cases.	• Review CCR (Final Version) after final payroll calculation. If something appears to be incorrect, look at Review Paycheck Summary. Create an FSU Service Center Case, if needed. • Department Charge Reports available in myFSU BI.