

The overarching goal of Payroll Services has always been to provide **timely** and **accurate** pay to all employees, and with increased regulations and Healthcare Reform requirements, accomplishing this goal has never been more crucial. The [ePA Form Active Processes list](#) is a great tool for tracking ePA's through the system and only you have access to it. We desperately need your help ensuring that ePA's make it to Payroll by the appropriate deadlines.

The Payroll Calendars are provided on our website (see links below) and all ePA's **must be submitted and routed to Payroll Input** by the date listed in the **"PAs Due In Input"** column. In other words, if your ePA Form Active Processes list shows that an ePA is "Complete" and you receive a completion email on or before the date listed in that column, mission accomplished! If your ePA's are not completed on or before that date, there are many potential negative repercussions for the employee, your department and the University—late payments, underpayments, overpayments, to name a few.

Electronic PA's have empowered us with the speed necessary, but meeting these deadlines is still dependent upon the date the Originator receives the PA information from the department and submits it.

**2015 Bi-weekly Payroll Calendar**

[http://payroll.ua.edu/payroll\\_bi.html#bi2015](http://payroll.ua.edu/payroll_bi.html#bi2015)

**2015 Monthly Payroll Calendar**

[http://payroll.ua.edu/payroll\\_month.html#mo2015](http://payroll.ua.edu/payroll_month.html#mo2015)

**2015 Mid-Month/Supplemental Payroll Calendar**

[http://payroll.ua.edu/payroll\\_sup.html#sup2015](http://payroll.ua.edu/payroll_sup.html#sup2015)

**Special Note on Termination ePA's:**

We understand that terminations can and do happen abruptly. If you are submitting a termination type ePA, and it appears that it may miss the Payroll deadline, please call or email Payroll Services and notify us that the termination is en route. This will help avoid overpayments, inaccurate leave accruals and hours of manual calculations.