



Manager Orientation

Sue Fertig



Payroll Team

Consists of 2 Employees:

- **Lisa Irvine**--Director of Payroll: lirvine@au.edu Processes Exempt and International Payroll
- **Sue Fertig**--Senior Payroll Accountant: sfertig@au.edu Processes Non-exempt payroll



Important Payroll Tips

- As a Manager, it is your responsibility to have employees enter time in Costpoint consistently, accurately, and on a timely basis.
 - Best Practice - daily or every couple of days
 - Please adhere to all sign off deadlines
- Supervisors should provide employees, in writing, with project number(s), a brief description of the project(s) and work task(s) to be performed, and any other information necessary for employees to perform their work and accurately record time and expenses.
- Employee Timesheet sign off affirms the hours recorded accurately reflect the actual time worked / taken and the time recorded is to the benefiting cost object (i.e. project(s) and/or fringe – vacation, holiday...).
- Supervisors sign off (approval) on Timesheet confirms the time recorded and project(s) / fringe are accurate. **Please take time to check project numbers, leave codes and hours for correctness and that your non-exempt employees have completed and signed both weeks timesheets.**
- Falsifying timesheets is a violation of federal and state law.
- Encourage employees to review earning statements on a regular basis.

Early ETK Deadlines/Submissions

- Occasionally Payroll will require early submission of timecards, due to Holidays in the work schedule. E-mail notifications are sent prior to the deadline, and these are listed in the Payroll schedule.
- Time entered early on Timesheet should be a best estimate. If changes need to be made after the fact, submit a timecard correction in Costpoint.
- Employee's who will be on vacation when timesheet sign-off deadline approaches, should fill out timecard before they leave. If not, supervisors are responsible to have the timecard filled out and signed before the deadline.

Early ETK Deadlines/Submissions

- Supervisors should check the payroll schedule prior to taking vacation and select a designee if necessary
- To designate someone—In Deltek Costpoint go to Time and Expense > Configuration > Resources > Profile (Select Profile).
- Instructions can be found at info.nrao.edu/erp-hris-project under the “Fiscal” column and “For Managers” Section called “Backup Timesheet Approver Delegation and Viewing Instructions”.

The screenshot displays the Deltek Costpoint interface. The top navigation bar shows 'Time & Expense > Configuration > Resources > Profile'. The 'Profile' window is open, showing fields for 'Time Zone' (America/New_York), 'Default Application' (DBDHM), and 'Load Favorites to new Timesheet' (checked). Below this is the 'Delegation' table, which lists delegation records. A second 'Delegation' window is overlaid on top, showing a similar table with a date picker set to August 2025.

Delegating Role *	Group *	Delegate *	Start Date *	End Date *	Active
Primary Supervisor	BLESSING, CAITLIN O	GILES, G F	09/29/2024	09/04/2028	<input checked="" type="checkbox"/>

Delegating Role *	Group *	Delegate *	Start Date *	End Date *	Active
Primary Supervisor	BLESSING, CAITLIN O	GILES, G F	08/28/2024	08/04/2028	<input checked="" type="checkbox"/>

When to Contact MIS

helpdesk-mis@nrao.edu

- Employee is having trouble logging into Costpoint.
- Employee is having trouble making changes/saving timecard in Costpoint.
- Supervisor is having trouble delegating another person to approve timecards in his/her absence.
- Supervisor needs assistance with completing and signing a timecard for an employee who is out of the office.

Location of the Payroll Schedule

A link to the Payroll Schedule or Calendar is located on the Hub in Dayforce Under Quick Links in the “Calendars” section:

The screenshot displays the Dayforce Hub interface. On the left, there are three main sections: 'Mandatory Annual Policy Acknowledgement Process' with a paragraph of text and a link; 'Complete Both Forms By March 6' with two document icons labeled 'Critical Policy Acknowledgement' and 'Conflict of Interest Certification'; and 'Pending Actions' with a dropdown arrow. Below these is an 'Important Reminders and To-Dos' section. On the right, there are three sections: 'Quick Links' with three links (Costpoint - Time & Expense, NRAO Internal Web Page, Docusign); 'Calendars' which is circled in red and contains two links ('AUI Holiday Schedule' and '2026 Payroll Schedule', with the latter highlighted in yellow); and 'Employee Right to Know Postings' with two links ('View Federal & State Right to Know Notices' and 'View Foreign Labor Certification Notices').



Payroll Schedule 2026

Tentative Timekeeping Schedule

Biweekly Payroll Schedule 2026 Non-exempt and Exempt Pay Frequencies				ETK Deadlines****Subject to Change due to Holidays or Payroll Schedule Changes			Maintenance Deadline 2026 **Subject to Change**
Period Number	Period Month	Period Start Date**	Period End Date	Check Date	Employee Deadline for Certification	Supervisor Deadline for Approval	Maintenance Deadline
1	January	12/13/25	12/26/25	01/02/26	Noon Tuesday, December 23, 2025	Close of Business, Tuesday, December 23, 2025	Noon, Friday, December 19, 2025
2	January	12/27/25	01/09/26	01/16/26	Noon, Friday, January 09, 2026	Close of Business, Friday, January 09, 2026	Noon, Monday, January 05, 2026
3	January*	01/10/26	01/23/26	01/30/26	Noon, Friday, January 23, 2026	Close of Business, Friday, January 23, 2026	Noon, Tuesday January 20, 2026
4	February	01/24/26	02/06/26	02/13/26	Noon, Friday, February 06, 2026	Close of Business, Friday, February 06, 2026	Noon, Monday, February 02, 2026
5	February	02/07/26	02/20/26	02/27/26	Noon, Friday, February 20, 2026	Close of Business, Friday, February 20, 2026	Noon, Tuesday February 17, 2026
6	March	02/21/26	03/06/26	03/13/26	Noon, Friday, March 06, 2026	Close of Business, Friday, March 06, 2026	Noon, Monday, March 02, 2026
7	March	03/07/26	03/20/26	03/27/26	Noon, Friday, March 20, 2026	Close of Business, Friday, March 20, 2026	Noon, Monday, March 16, 2026
8	April	03/21/26	04/03/26	04/10/26	Noon, Thursday, April 02, 2026	Close of Business, Thursday, April 02, 2026	Noon, Monday, March 30, 2026
9	April	04/04/26	04/17/26	04/24/26	Noon, Friday, April 17, 2026	Close of Business, Friday, April 17, 2026	Noon, Monday, April 13, 2026
10	May	04/18/26	05/01/26	05/08/26	Noon, Friday, May 01, 2026	Close of Business, Friday, May 01, 2026	Noon, Monday, April 27, 2026
11	May	05/02/26	05/15/26	05/22/26	Noon, Friday, May 15, 2026	Close of Business, Friday, May 15, 2026	Noon, Monday, May 11, 2026
12	June	05/16/26	05/29/26	06/05/26	Noon, Friday, May 29, 2026	Close of Business, Friday, May 29, 2026	Noon, Tuesday, May 26, 2026
13	June	05/30/26	06/12/26	06/18/26	Noon, Thursday, June 11, 2026	Close of Business, Thursday, June 11, 2026	Noon, Monday, June 08, 2026
14	July	06/13/26	06/26/26	07/03/26	Noon, Friday, June 26, 2026	Close of Business, Friday, June 26, 2026	Noon, Monday, June 22, 2026
15	July	06/27/26	07/10/26	07/17/26	Noon, Friday, July 10, 2026	Close of Business, Friday, July 10, 2026	Noon, Monday, July 06, 2026
16	July*	07/11/26	07/24/26	07/31/26	Noon, Friday, July 24, 2026	Close of Business, Friday, July 24, 2026	Noon, Monday, July 20, 2026
17	August	07/25/26	08/07/26	08/14/26	Noon, Friday, August 07, 2026	Close of Business, Friday, August 07, 2026	Noon, Monday, August 03, 2026
18	August	08/08/26	08/21/26	08/28/26	Noon, Friday, August 21, 2026	Close of Business, Friday, August 21, 2026	Noon, Monday, August 17, 2026
19	September	08/22/26	09/04/26	09/11/26	Noon, Thursday, September 03, 2026	Close of Business, Thursday, September 03, 2026	Noon, Monday, August 30, 2026
20	September	09/05/26	09/18/26	09/25/26	Noon, Friday, September 18, 2026	Close of Business, Friday, September 18, 2026	Noon, Monday, September 14, 2026
21	October	09/19/26	10/02/26	10/09/26	Noon, Friday, October 02, 2026	Close of Business, Friday, October 02, 2026	Noon, Monday, September 28, 2026
22	October	10/03/26	10/16/26	10/23/26	Noon, Friday, October 16, 2026	Close of Business, Friday, October 16, 2026	Noon, Monday, October 12, 2026
23	November	10/17/26	10/30/26	11/06/26	Noon, Friday, October 30, 2026	Close of Business, Friday, October 30, 2026	Noon, Monday, October 26, 2026
24	November	10/31/26	11/13/26	11/20/26	Noon, Friday, November 13, 2026	Close of Business, Friday, November 13, 2026	Noon, Monday, November 09, 2026
25	December	11/14/26	11/27/26	12/04/26	Noon, Wednesday, November 25, 2026	Close of Business, Wednesday, November 25, 2026	Noon, Friday, November 20, 2026
26	December	11/28/26	12/11/26	12/18/26	Noon, Friday, December 11, 2026	Close of Business, Friday, December 11, 2026	Noon, Monday, December 07, 2026
27	December*	12/12/26	12/25/26	12/31/26	Noon, Tuesday, December 22, 2026	Close of Business, Tuesday, December 22, 2026	Noon, Thursday, December 17, 2026

* Benefit Premium Holiday - no benefit premium deductions are taken on this pay check

Payroll Forms

- Direct Deposit or Federal and State Tax Forms may be updated in Dayforce.
- To Update Direct Deposit information--in Dayforce, go to the Hub or Home Page, Click on Profile > Forms > Personal > Direct Deposit. Make your changes and submit the form.
- To Update Federal or State Tax Forms--in Dayforce, go to the Hub or Home Page, Click on Profile > Forms > Tax Forms > Federal W4 or Province/State Tax Form. Make your changes and submit the form.

Earning Statements Are Also Located In Dayforce

Payroll Forms continued

Where to make changes in Dayforce

The screenshot displays the Dayforce user interface. On the left is a navigation sidebar with options: Hub, Profile, Benefits, Careers, and Developer. The main content area has a top navigation bar with 'Personal', 'Career', 'Forms', and 'Settings'. Below this is a large 'Forms' header. At the bottom left is a 'Favorites' widget containing icons for Profile, Earnings, Dayforce Learning, Benefits, Performance, and Search Jobs. On the right, a 'Forms' panel shows 'My Form Submissions' with a search bar and 12 results. The results are categorized into: General Forms (1) with 'Upload New Certificate'; Benefits (2) with 'Current Beneficiary Information' and 'Current Dependent Information'; Personal (7) with 'Address', 'Confidential Information (USA)', 'Contact Details', 'Direct Deposit', 'Emergency Contacts', 'Name and Marital Status', and 'Voluntary Self-Identification of Disability (CC-305)'; and Tax forms (2) with 'Federal W4 - 2025' and 'Province/State Tax Form'. Red circles highlight the Profile and Earnings icons in the Favorites widget. Yellow highlights are placed on 'Forms' in the top navigation, 'Direct Deposit' in the Personal category, and 'Federal W4 - 2025' and 'Province/State Tax Form' in the Tax forms category.

Timesheet Pay Codes

- A list of Timesheet pay types (or codes) are on NRAO website at info.nrao.edu/erp-hris-project under the “Fiscal” tab.
- If you have questions or concerns about a certain pay code or situation, please reach out to Payroll for assistance.
- When approving employee’s timesheets, check that correct pay types and projects are used.

Timesheet Pay Types

Deltek Pay Types	Deltek Pay Type Description	Notes on Use	Classification*	Former JDE Code
BRI	Broader Impact	Broader Impact refers to the responsive, innovative and ethical use of scientific research for the benefit of society. This pay type should be used when AUI staff members undertake activities that align to the AUI Broader Impact Goals. These goals, and examples of BI activities, are described at https://info.nrao.edu/do/odi/do/odi/broader-impact-outreach	Worked	BI
BRL	Bereavement Leave	Supervisor must be notified. Verification documents for this pay type may be requested by the employee’s supervisor and/or HR. See HR Policy Manual Section 3 Total Rewards - 3.2.2.9 Other Forms of Leave With Pay for limits.	Non-worked	BL
DDV	Doctor/Dentist Leave	Supervisor must be notified and may authorize a full-time employee up to 32 hours of excused absences per year for doctor or dentist appointments for the employee and their eligible family members. See HR Policy Manual Section 3 Total Rewards	Non-worked	DV

Timesheet Corrections

- Timesheet Corrections are made in Deltek Costpoint.
- On the Home Dashboard bring up the Timesheet needing corrected. Click on the **“Request to Correct”** button. The Director of Payroll will approve or reject the correction request. If the correction request is approved, the employee then will go into that timesheet and make the correction and sign. The Supervisor will then approve the timesheet. Detailed directions are available on the NRAO website.

The screenshot displays the Deltek Costpoint interface. At the top, the breadcrumb navigation reads: Reports & Analytics > Dashboards > Home Dashboard. Below this, there are two main sections: 'My Tasks' and 'My Timesheets'.

My Tasks section:

Category	Pending Tasks	Priority	QTY
NO ROWS FOUND THAT MEET SELECTION CRITERIA			

My Timesheets section:

<input type="checkbox"/>	T/S Period End Date	Description	Status	Hours
<input type="checkbox"/>	10/18/2024	Biweekly Exempt	Open	0.00
<input type="checkbox"/>	10/04/2024	Biweekly Exempt	Processed	32.00

Below these sections, a 'Timesheet' window is open, showing the breadcrumb: Time & Expense > Time > Timesheets > Timesheet. The window title is 'Timesheet'. On the right side of the window, there are two buttons: 'Request to Correct' (highlighted in red) and 'Request Time Off'. Below the title bar, there are two tabs: 'Basic Information' (selected) and 'Revision Explanation'.

Other Helpful Aides at info.nrao.edu/erp-hris-project

There are many other helpful instructions at this website for managers and their employees relating to Payroll:

- Timekeeping, Requesting Time Off, Timesheet Correction, and Pay Types for employees. Timesheets Review, Approving Time Off, and Set a Backup Timesheet Approver for Managers

Access

Dayforce Information (HRIS)

- Dayforce System Access: <http://go.nrao.edu/dayforce>
- [Dayforce System Introduction](#)

Dayforce Getting Started Guides and Job Aides can be found on the NRAO internal [Human Resources](#) web page.

CostPoint (ERP)

Costpoint Mobile Application: [Document Here!!](#)

Costpoint Web Application:

Production Environment URL: <http://go.nrao.edu/costpoint>

Production System Name: **AUI**

Within US and Territories: (VPN client is NOT required.)

1. Copy and paste Environment URL shown above in browser.
2. Enter corresponding System Name.
3. Click on "LOG IN WITH SSO"
4. Enter Username: AUI/NRAO AD Username.

Instructions and Training-Fiscal

Timekeeping

Payroll Schedules

- [2026](#)
- [2025 End of Year Tax/Payroll Information](#)

For Employees:

- [Timekeeping](#)
- [Requesting Time Off](#)
- [Timesheet Correction](#)
- [Timesheet Charge Favorites](#)

For Managers:

- [Timesheets Review](#)
- [Approving Time Off](#)
- [Backup Timesheet Approver Delegation and Viewing Instructions](#)

Payroll Reference Documents:

- [Pay Types](#) - List of Pay Codes with Descriptions

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