

2018 Nonresident Alien Scholarship Payment Timeline

Timeline for Department/Division

To have the Glacier team respond in time for departments to enter the Additional Pay (Add'l Pay) in HRS, the Nonresident Alien (NRA) Scholarship Payment Spreadsheet template inquiring the scholar's status (first email) is due by the last Monday of the prior month. We request the deadline for the spreadsheet inquiring the NRA's okay to pay (second email) in 9-11 business days before the monthly payroll calculation day. This guideline will help with the changing payroll calculation dates. The timeline breakdown is the following.

***Bold deadlines are department/division responsibilities.**

April 2018

- **3/26/2018 Monday - Deadline to submit first email for tax status.**
- 3/28/2018 Glacier Team returns the spreadsheet within 48 hours.
- **4/10/2018 Deadline for department/division to submit second email, all scholar/fellow appointments are in HRS.**
- 4/12/2018 Glacier Team returns the spreadsheet within 48 hours.
- **4/19/2018 Thursday - Deadline to enter Add'l Pay.**
- 4/25/2018 Thursday - 4M Final calc.

May 2018

- **4/30/2018 Monday - Deadline to submit first email for tax status.**
- 5/2/2018 Glacier Team returns the spreadsheet within 48 hours.
- **5/9/2018 Deadline for department/division to submit second email, all scholar/fellow appointments are in HRS.**
- 5/11/2018 Glacier Team returns the spreadsheet within 48 hours.
- **5/17/2018 Thursday - Deadline to enter Add'l Pay.**
- 5/24/2018 Thursday - 5M Final calc.

June 2018

- **5/29/2018 Tuesday (after Memorial Day) - Deadline to submit first email for tax status.**
- 5/31/2018 Glacier Team returns the spreadsheet within 48 hours.
- **6/6/2018 Deadline for department/division to submit second email, all scholar/fellow appointments are in HRS.**
- 6/8/2018 Glacier Team returns the spreadsheet within 48 hours.
- **6/14/2018 Thursday - Deadline to enter Add'l Pay.**
- 6/21/2018 Thursday - 6M Final calc.

July 2018

- **6/25/2018 Monday - Deadline to submit first email for tax status.**
- 6/27/2018 Glacier Team returns the spreadsheet within 48 hours.
- **7/5/2018 Deadline for department/division to submit second email, all scholar/fellow. appointments are in HRS.**
- 7/9/2018 Glacier Team returns the spreadsheet within 48 hours.
- **7/12/2018 Thursday - Deadline for departments to enter Add'l Pay.**
- 7/19/2018 Thursday – 7M Final calc.

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August 2018

- **7/30/2018 Monday - Deadline to submit first email for tax status**
- 8/1/2018 Glacier Team returns the spreadsheet within 48 hours.
- **8/6/2018 – Deadline for department/division to submit second email, all scholar/fellow appointments are in HRS.**
- 8/8/2018 Glacier Team returns the spreadsheet within 48 hours.
- **8/9/2018 Thursday - Deadline for departments to enter Add'l Pay (short turnaround)**
- 8/16/2018 Thursday – 8M Final calc.

September 2018

- **8/27/2018 Monday - Deadline to submit first email for tax status**
- 8/29/2018 Glacier Team returns the spreadsheet within 48 hours.
- **9/10/2018 Deadline for department/division to submit second email, all scholar/fellow appointments are in HRS.**
- 9/12/2018 Glacier Team returns the spreadsheet within 48 hours.
- **9/19/2018 Wednesday - Deadline for departments to enter Add'l Pay**
- 9/25/2018 Tuesday – 9M Final calc. (morning)

October 2018

- **9/24/2018 Monday - Deadline to submit first email for tax status.**
- 9/26/2018 Glacier Team returns the spreadsheet within 48 hours.
- **10/10/2018 Deadline for department/division to submit second email, all scholar/fellow appointments are in HRS.**
- 10/12/2018 Glacier Team returns the spreadsheet within 48 hours.
- **10/18/2018 Thursday - Deadline for departments to enter Add'l Pay.**
- 10/25/2018 Thursday – 10M Final calc.

November 2018

- **10/29/2018 Monday - Deadline to submit first email for tax status.**
- 10/31/2018 Glacier Team returns the spreadsheet within 48 hours.
- **11/5/2018 Deadline for department/division to submit second email, all scholar/fellow appointments are in HRS.**
- 11/7/2018 Glacier Team returns the spreadsheet within 48 hours.
- **11/14/2018 Wednesday - Deadline for departments to enter Add'l Pay.**
- 11/20/2018 Tuesday – 11M Final calc.

December 2018

- **11/26/2018 Monday - Deadline to submit first email for tax status.**
- 11/28/2018 Glacier Team returns the spreadsheet within 48 hours.
- **12/4/2018 Deadline for department/division to submit second email, all scholar/fellow appointments are in HRS.**
- 12/6/2018 Glacier Team returns the spreadsheet within 48 hours.
- **12/13/2018 Thursday - Deadline for departments to enter Add'l Pay.**
- 12/19/2018 Wednesday – 12M Final calc.