



Payroll
services



Payroll Talks
for Time
Sheets –
Payroll
Services



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2024 BIWEEKLY PAYROLL PROCESSING CALENDAR

PAY PERIOD START DATE Sunday	PAY PERIOD END DATE Saturday	PAY RUN ID	DEDUCTION PERIOD	TIME ENTRY Opens	TIME ENTRY LOCK AND MANAGER TIME APPROVAL NOON/12:00pm	PAYROLL completed (MONDAY)	COSTING ALLOCATION and JDC Updates submit current changes	PAYDAY	Time Entry Adjustments unlocked at 6am	TIME ENTRY Close
12/17/2023	12/30/2023	24BA	1	12/3/2023	Tuesday, January 2, 2024	1/2/2024	Thursday, December 28, 2023	1/5/2024	1/3/2024	3/12/2024
12/31/2023	1/13/2024	24BB	2	12/17/2023	Tuesday, January 16, 2024	1/16/2024	Thursday, January 11, 2024	1/19/2024	1/17/2024	3/26/2024
1/14/2024	1/27/2024	24BC	1	12/31/2023	Monday, January 29, 2024	1/29/2024	Thursday, January 25, 2024	2/2/2024	1/30/2024	4/9/2024
1/28/2024	2/10/2024	24BD	2	1/14/2024	Monday, February 12, 2024	2/12/2024	Thursday, February 8, 2024	2/16/2024	2/13/2024	4/23/2024
2/11/2024	2/24/2024	24BE	1	1/28/2024	Monday, February 26, 2024	2/26/2024	Thursday, February 22, 2024	3/1/2024	2/27/2024	5/7/2024
2/25/2024	3/9/2024	24BF	2	2/11/2024	Monday, March 11, 2024	3/11/2024	Thursday, March 7, 2024	3/15/2024	3/12/2024	5/21/2024
3/10/2024	3/23/2024	24BG	3	2/25/2024	Monday, March 25, 2024	3/25/2024	Thursday, March 21, 2024	3/29/2024	3/26/2024	6/4/2024
3/24/2024	4/6/2024	24BH	1	3/10/2024	Monday, April 8, 2024	4/8/2024	Thursday, April 4, 2024	4/12/2024	4/9/2024	6/18/2024
4/7/2024	4/20/2024	24BI	2	3/24/2024	Monday, April 22, 2024	4/22/2024	Thursday, April 18, 2024	4/26/2024	4/23/2024	7/2/2024
4/21/2024	5/4/2024	24BJ	1	4/7/2024	Monday, May 6, 2024	5/6/2024	Thursday, May 2, 2024	5/10/2024	5/7/2024	7/16/2024
5/5/2024	5/18/2024	24BK	2	4/21/2024	Monday, May 20, 2024	5/20/2024	Thursday, May 16, 2024	5/24/2024	5/21/2024	7/30/2024
5/19/2024	6/1/2024	24BL	1	5/5/2024	Monday, June 3, 2024	6/3/2024	Thursday, May 30, 2024	6/7/2024	6/4/2024	8/13/2024
6/2/2024	6/15/2024	24BM	2	5/19/2024	Monday, June 17, 2024	6/17/2024	Thursday, June 13, 2024	6/21/2024	6/18/2024	8/27/2024
6/16/2024	6/29/2024	24BN	1	6/2/2024	Monday, July 1, 2024	7/1/2024	Thursday, June 27, 2024	7/5/2024	7/2/2024	9/10/2024
6/30/2024	7/13/2024	24BO	2	6/16/2024	Monday, July 15, 2024	7/15/2024	Thursday, July 11, 2024	7/19/2024	7/16/2024	9/24/2024
7/14/2024	7/27/2024	24BP	1	6/30/2024	Monday, July 29, 2024	7/29/2024	Thursday, July 25, 2024	8/2/2024	7/30/2024	10/8/2024
7/28/2024	8/10/2024	24BQ	2	7/14/2024	Monday, August 12, 2024	8/12/2024	Thursday, August 8, 2024	8/16/2024	8/13/2024	10/22/2024
8/11/2024	8/24/2024	24BR	3	7/28/2024	Monday, August 26, 2024	8/26/2024	Thursday, August 22, 2024	8/30/2024	8/27/2024	11/5/2024
8/25/2024	9/7/2024	24BS	1	8/11/2024	Monday, September 9, 2024	9/9/2024	Thursday, September 5, 2024	9/13/2024	9/10/2024	11/19/2024
9/8/2024	9/21/2024	24BT	2	8/25/2024	Monday, September 23, 2024	9/23/2024	Thursday, September 19, 2024	9/27/2024	9/24/2024	12/3/2024
9/22/2024	10/5/2024	24BU	1	9/8/2024	Monday, October 7, 2024	10/7/2024	Thursday, October 3, 2024	10/11/2024	10/8/2024	12/17/2024
10/6/2024	10/19/2024	24BV	2	9/22/2024	Monday, October 21, 2024	10/21/2024	Thursday, October 17, 2024	10/25/2024	10/22/2024	12/31/2024
10/20/2024	11/2/2024	24BW	1	10/6/2024	Monday, November 4, 2024	11/4/2024	Thursday, October 31, 2024	11/8/2024	11/5/2024	1/14/2025
11/3/2024	11/16/2024	24BX	2	10/20/2024	Monday, November 18, 2024	11/18/2024	Thursday, November 14, 2024	11/22/2024	11/19/2024	1/28/2025
11/17/2024	11/30/2024	24BY	1	11/3/2024	Monday, December 2, 2024	12/2/2024	Thursday, November 28, 2024	12/6/2024	12/3/2024	2/11/2025
12/1/2024	12/14/2024	24BZ	2	11/17/2024	Monday, December 16, 2024	12/16/2024	Thursday, December 12, 2024	12/20/2024	12/17/2024	2/25/2025
12/15/2024	12/28/2024	25BA	1	12/1/2024	Monday, December 30, 2024	12/30/2024	Tuesday, December 17, 2024	1/3/2025	12/31/2024	3/11/2025

BIWEEKLY PAYROLL PROCESSING:

•Payrolls are processed by Payroll Services on the Monday following the close of the pay period. Hourly payrolls are processed every other week (biweekly).

GENERAL NOTES:

•If date is in red the time entry lock will occur at 10AM.

•Items highlighted in yellow indicates that this payroll occurs during the 2024 Winter Break. The payroll will be processed on the normal processing days. For the last payroll of 2024, 24BZ, All time MUST be Entered, Submitted, and Approved by 4PM Friday, December 13th. If you have an employee that works Friday evening or on Saturday, December 14th, they will need to estimate their time. For the first payroll of 2025, 25BA, All time MUST be Entered, Submitted, and Approved by NOON Monday, December 30th.

•Cutoff Deadlines are subject to change.

•Biweekly payroll deductions for University Club dues and Parking Permits are collected only on the first check date for each month.

•Biweekly payroll deductions for Health and Dental insurance are NOT collected during the third (3) check date for each month.

•Biweekly payroll periods start at midnight on Sunday and end two (2) weeks later at midnight on Saturday. Payday is the following Friday.

•Funding change files are due two (2) business days prior to time entry lock.

** December process schedule subject to change, updates are communicated through UofL Today and emails to UBM & LFO distribution lists.

Questions? Please contact Payroll Services at 502/852-2978 or payroll@louisville.edu.

Payroll Talks for Time Sheets - Supervisor

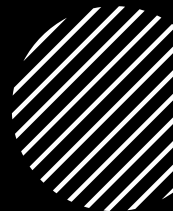
- What tools can be used to ensure I know when payroll is processing.
 - Download a copy of the current Payroll Processing Calendars. These can be found on the Payroll Services Website
 - <https://louisville.edu/finance/payroll/files/payrollcalendars>
 - Updates are made to the calendar through out the year. It is a good idea to make sure that the copy you have is the most recent version.
 - Make sure that you are receiving the notifications when your employee(s) submits their timesheet and leave (vacation, sick, bereavement, personal) requests.
 - Report RPT022 shows the status of the time block for employee(s) that have entered in time for the pay period. It is good to run this report for prior time frames as well to make sure there are no time blocks that have been entered but not approved, or may have had the status changed because someone has gone into the time block and clicked ok even if no changes were made.
 - Report RPT025 shows if employee(s) are below or above their standard weekly hours. This will give you an idea if someone has not entered in any time for the pay period. This report should be run for one week at a time.

Payroll Talks for Time Sheets – Supervisor

- When is the deadline for Timesheets for Payroll Processing?
 - The deadline to get timesheet to payroll is noon on Monday processing days. Every other Monday is a payroll processing day.
- What should I do as a Manager to make sure that my employee(s) is paid accurately on Pay Day?
 - As a manager, have a conversation with your employee(s) to set expectations of when you need the timesheet to you to ensure that it is approved before the noon deadline.
 - Let them know that they should be entering in their time daily. It is hard to remember at the end of a week or every two weeks the exact time they started and ended on each day.
 - You should ensure that your employee has entered and submitted their time sheet. The Payroll Department suggest that you have your employee enter and submit the current week of hours to you at the end of each week.
 - Set up a reminder for every payroll processing Monday to remind yourself to approve the timesheets for your employee(s).
 - Business Operations sends out reminders on the Friday before the Monday Processing Day to approve your employee(s) time. FYI, employees also receive a reminder from Business Operations to Submit their time to you.
 - If you are unavailable to approve timesheets **set up a delegate in Workday**.
 - When reviewing time blocks if you do not make any changes, to exit out of the time block click cancel or click the X at the top right corner. If you click ok it will make that time block back to a status of Not Submitted and you will need to go back and re-approve so that retro does not take money back from the employee. RPT022 should be run with prior pay periods to make sure there are no time blocks back to a Not Submitted Status.



Payroll Talks for Time Sheets – Timekeeper



Run reports

RPT022 Unsubmitted or Unapproved Time and
RPT025 Workers with More or Less than Scheduled
Weekly Hours,

RPT030 workers with Shared times Off Balance and
Extract Worker Leaves of Absence.



Contact employees who have not completed their
time sheets to have them submit the time sheet to
their supervisor before the noon deadline on the
Monday of payroll processing.



Contact Supervisors who have unapproved time
sheets still out there for their employee(s) to approve
the time sheets by noon so the employee will be paid on
Pay Day.

Payroll Talks for Time Sheets - Employee



Enter your time daily. Enter in the exact time you started and exact time you ended on each time block.



Submit your timesheet each week. Best practice is to do it on your last work day of the week. Do not wait until the morning of the Monday processing day.



Verify that you submitted your time and that it has been approved by your supervisor before the noon deadline on Monday.



If you have any PTO time (sick, vacation, personal) make sure that it is approved and showing on your timesheet. If not contact your supervisor.

Payroll Talks for Final Payroll of 2024

- When will the final payroll for 2024 process
 - Payroll 24BZ, pay period 12/14/2024, will process on Monday 12/16/2024.
 - All time must be entered, submitted and approved by noon Monday, 12/16/2024, even though this is during the Winter Break Holiday. We will be processing payroll as normal.
 - The Payroll Office will then be closed for Winter Break.

Payroll Talks for First Payroll of 2025

- When will the first payroll for 2025 process
 - Payroll 25BA, pay period 12/28/2024, will process on Monday 12/30/2024.
 - This pay period will include Winter Break Hours. This will be pre-loaded by Payroll when the pay period opens in Workday.
 - **Employees who are required to work during this period should enter and submit their hours into Workday as normal.**
 - *Supervisor will need to approve by noon Monday, 12/30/2024.*