

**2015 PAYROLL UNIT BUSINESS ADMINISTRATOR CALENDAR**

Updated on 12/01/2014

JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
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	BIWEEKLY																										
Pay Run ID:	15BA	15BB	15BC	15BD	15BE	15BF	15BG	15BH	15BI	15BJ	15BK	15BL	15BM	15BN	15BO	15BP	15BQ	15BR	15BS	15BT	15BU	15BV	15BW	15BX	15BY	15BZ	15B1
Deduction Period:	1	2	3	1	2	1	2	1	2	1	2	1	2	1	2	3	1	2	1	2	1	2	1	2	1	2	3
Pay Run Start Date:	12/12	12/26	01/09	01/23	02/06	02/20	03/06	03/20	04/03	04/17	05/01	05/15	05/29	06/12	06/26	07/10	07/24	08/07	08/21	09/04	09/18	10/02	10/16	10/30	11/13	11/27	12/11
Pay Run End Date:	12/25	01/08	01/22	02/05	02/19	03/05	03/19	04/02	04/16	04/30	05/14	05/28	06/11	06/25	07/09	07/23	08/06	08/20	09/03	09/17	10/01	10/15	10/29	11/12	11/26	12/10	12/24

Position Changes to Position Management	*12/08	12/12	01/05	01/16	01/30	02/13	02/27	03/13	03/27	04/10	04/24	05/08	05/22	*06/05	06/19	07/02	07/17	07/31	*08/14	08/28	09/11	09/25	10/09	10/23	11/16	*11/18	*12/04
Job Data Changes to Human Resources	*12/09	12/15	01/06	01/16	02/02	02/16	03/02	03/16	03/30	04/13	04/27	05/11	05/22	*06/08	06/19	07/02	07/20	08/03	*08/17	08/31	09/14	09/28	10/12	10/26	11/09	*11/19	*12/04
Job Data Changes To Payroll	*12/12	12/19	01/09	01/23	02/06	02/20	03/06	03/20	04/03	04/17	05/01	05/15	05/29	*06/12	06/26	07/10	07/24	08/07	*08/21	09/04	09/18	10/02	10/16	10/30	11/13	*11/27	*12/11
Additional Pay Combo Forms Current Period	*12/12	12/19	01/09	01/23	02/06	02/20	03/06	03/20	04/03	04/17	05/01	05/15	05/29	*06/12	06/26	07/10	07/24	08/07	*08/21	09/04	09/18	10/02	10/16	10/30	11/13	*11/27	*12/11
Pay Sheets Open At 8:00 a.m.	*12/19	01/09	01/23	02/06	02/20	03/06	03/20	04/03	04/17	05/01	05/15	05/29	06/12	*06/25	07/10	07/24	08/07	08/21	*09/02	09/18	10/02	10/16	10/30	11/13	*11/24	*12/10	*12/11
Pay Sheets Close at 9:00 a.m.	*12/22	01/12	01/26	02/09	02/23	03/09	03/23	04/06	04/20	05/04	05/18	06/01	06/15	*06/26	07/13	07/27	08/10	08/24	*09/03	09/21	10/05	10/19	11/02	11/16	11/30	*12/11	*12/16
Individual Time Sheets Due 8:00 a.m..	*12/22	01/12	01/26	02/09	02/23	03/09	03/23	04/06	04/20	05/04	05/18	06/01	06/15	*06/26	07/13	07/27	08/10	08/24	*09/03	09/21	10/05	10/19	11/02	11/16	11/30	*12/14	*12/17
Pay Day	01/02	01/16	01/30	02/13	02/27	03/13	03/27	04/10	04/24	05/08	05/22	06/05	06/19	07/02	07/17	07/31	08/14	08/28	09/11	09/25	10/09	10/23	11/06	11/20	12/04	12/18	*12/22
JDC Close for FY15																											

	MONTHLY											
Pay Run ID:	15MA	15MB	15MC	15MD	15ME	15MF	15MG	15MH	15MI	15MJ	15MK	15ML
Pay Run Start Date:	01/01	02/01	03/01	04/01	05/01	06/01	07/01	08/01	09/01	10/01	11/01	12/01
Pay Run End Date:	01/31	02/28	03/31	04/30	05/31	06/30	07/31	08/31	09/30	10/31	11/30	12/31
Workdays Per Period:	22	20	22	22	21	22	23	21	22	22	21	23

Position Changes to Position Management	12/18	01/27	02/24	03/25	04/24	05/22	06/05	07/17	08/21	09/23	10/27	11/13
Job Data Changes to Human Resources	12/18	01/28	02/25	03/26	04/27	05/22	06/08	07/20	08/24	09/24	10/28	11/13
Job Data Changes To Payroll	01/02	02/02	03/02	04/01	05/01	06/01	*06/12	07/25	08/28	09/30	11/03	*11/20
Additional Pay Combo Forms Current Period	01/02	02/03	03/03	04/01	05/01	*06/01	*07/01	07/24	08/28	09/30	11/03	*11/20
Pay Sheets Open 8:00/Close 5:00	01/16	02/13	03/13	04/10	05/08	06/19	07/17	08/14	09/11	10/09	11/06	*12/04
Individual Time Sheets Due 8:00 a.m..	01/16	02/13	03/13	04/10	05/08	06/19	07/17	08/14	09/11	10/09	11/06	*12/04
Pay Day	01/30	02/27	03/30	04/30	05/29	06/30	07/30	08/28	09/30	10/30	11/30	12/22
JDC Close for FY15												

**GENERAL NOTES:**

- (1) \* Indicates processing dates which have been moved forward to incorporate university holidays or fiscal year-end processing requirements.
- (2) Biweekly payroll deductions for PPP Usage Fees, University Club Dues, and Parking Permits are collected only during the second processing period each month.
- (3) Biweekly payroll deductions for health and dental insurance are not collected during the third processing period each month. (January, July, and December)
- (4) Biweekly payroll periods start at midnight on Friday and end two weeks later at midnight on Thursday. Payday is the following Friday.
- (5) Information on new employees is added to the employee database during the next available processing cycle in which minimum record requirements are satisfied.
- (6) Transactions which cannot be handled through the electronic payline data entry system should be entered on an individual Bi-Weekly Time Report and delivered to the Payroll Office by 8:00 a.m. on the Monday of the week

**BIWEEKLY PAYROLL PROCESSING:**

- (1) Payrolls are processed by the Payroll Office on the Monday following the close of the pay period. Hourly payrolls are processed every other week (biweekly).
- (2) Job Data Change and Additional Pay Combo forms are due the first day of the payroll period.
- (3) The electronic payline data entry system opens at 8:00 a.m. on the Friday following the close of the pay period and closes at 9:00 a.m. on the following Monday.
- (4) Payline data entry for 15BZ will be from 8:00 p.m. (Thursday) December 10 until 9:00 p.m. (Friday) December 11.
- (5) Payline data entry for 15B1 will be from 8:00 a.m. (Wednesday) December 16 until 9:00 p.m. (Thursday) December 17.
- (6) All biweekly /monthly special check requests for December 22 payday must be delivered to payroll office by 8:00 a.m. (Wednesday) December 16.

**MONTHLY PAYROLL PROCESSING:**

- (1) Generally, salaried payrolls are processed during the last available "full week" each month, i.e., a week in which a biweekly payroll is not being processed and includes a five-day, continuous Monday through Friday processing window.
- (2) Job Data Change and Additional Pay Combo forms are due the close of business on the 2nd of every month unless the 2nd falls on a weekend.
- (3) The electronic payline data entry system opens at 8:00 a.m. and closes at 5:00 p.m. on the Friday preceding payroll processing.