

UNIVERSITY OF LOUISVILLE 2016 BIWEEKLY PAYROLL UNIT BUSINESS ADMINISTRATOR CALENDAR										
PAY PERIOD START DATE	PAY PERIOD END DATE	PAY RUN ID	DEDUCTION PERIOD	FORMS DUE TO:	FORMS DUE TO:	PAY SHEETS OPEN	PAY SHEETS CLOSE	INDIVIDUAL TIME SHEETS DUE IN PAYROLL DEPARTMENT BY 8:00 AM	FUNDING FILE CURRENT PAY PERIOD	PAYDAY
				HR/POSITION MANAGEMENT	PAYROLL					
				JOB DATA CHANGES AND ADDITIONAL PAY CHANGES FOR CURRENT PAY PERIOD	JOB DATA CHANGES AND ADDITIONAL PAY CHANGES FOR CURRENT PAY PERIOD	8:00 AM	9:00 AM			
12/25/15	01/07/15	16BA	1	12/16/15	12/23/15	Friday, January 08, 2016	Monday, January 11, 2016	Monday, January 11, 2016	01/08/16	01/15/16
01/08/16	01/21/16	16BB	2	01/01/16	01/08/16	Friday, January 22, 2016	Monday, January 25, 2016	Monday, January 25, 2016	01/22/16	01/29/16
01/22/16	02/04/16	16BC	1	01/15/16	01/22/16	Friday, February 05, 2016	Monday, February 08, 2016	Monday, February 08, 2016	02/05/16	02/12/16
02/05/16	02/18/15	16BD	2	01/29/16	02/05/16	Friday, February 19, 2016	Monday, February 22, 2016	Monday, February 22, 2016	02/19/16	02/26/16
02/19/16	03/03/16	16BE	1	02/12/16	02/19/16	Friday, March 04, 2016	Monday, March 07, 2016	Monday, March 07, 2016	03/04/16	03/11/16
03/04/16	03/17/16	16BF	2	02/26/16	03/04/16	Friday, March 18, 2016	Monday, March 21, 2016	Monday, March 21, 2016	03/18/16	03/25/16
03/18/16	03/31/16	16BG	1	03/11/16	03/18/16	Friday, April 01, 2016	Monday, April 04, 2016	Monday, April 04, 2016	04/01/16	04/08/16
04/01/16	04/14/16	16BH	2	03/25/16	04/01/16	Friday, April 15, 2016	Monday, April 18, 2016	Monday, April 18, 2016	04/15/16	04/22/16
04/15/16	04/28/16	16BI	1	04/08/16	04/15/16	Friday, April 29, 2016	Monday, May 02, 2016	Monday, May 02, 2016	04/29/16	05/06/16
04/29/16	05/12/16	16BJ	2	04/22/16	04/29/16	Friday, May 13, 2016	Monday, May 16, 2016	Monday, May 16, 2016	05/13/16	05/20/16
05/13/16	05/26/16	16BK	1	05/06/16	05/13/16	Thursday, May 26, 2016	Friday, May 27, 2016	Friday, May 27, 2016	05/26/16	06/03/16
05/27/16	06/09/16	16BL	2	05/20/16	05/27/16	Friday, June 10, 2016	Monday, June 13, 2016	Monday, June 13, 2016	06/10/16	06/17/16
06/10/16	06/23/16	16BM	1	06/03/16	06/10/16	Friday, June 24, 2016	Monday, June 27, 2016	Monday, June 27, 2016	06/24/16	07/01/16
06/24/16	07/07/16	16BN	2	06/17/16	06/24/16	Friday, July 08, 2016	Monday, July 11, 2016	Monday, July 11, 2016	07/08/16	07/15/16
07/08/16	07/21/16	16BO	3	07/01/16	07/08/16	Friday, July 22, 2016	Monday, July 25, 2016	Monday, July 25, 2016	07/22/16	07/29/16
07/22/16	08/04/16	16BP	1	07/15/16	07/22/16	Friday, August 05, 2016	Monday, August 08, 2016	Monday, August 08, 2016	08/05/16	08/12/16
08/05/16	08/18/16	16BQ	2	07/29/16	08/05/16	Friday, August 19, 2016	Monday, August 22, 2016	Monday, August 22, 2016	08/19/16	08/26/16
08/19/16	09/01/16	16BR	1	08/12/16	08/19/16	Thursday, September 01, 2016	Friday, September 02, 2016	Friday, September 02, 2016	09/01/16	09/09/16
09/02/16	09/15/16	16BS	2	08/26/16	09/02/16	Friday, September 16, 2016	Monday, September 19, 2016	Monday, September 19, 2016	09/16/16	09/23/16
09/16/16	09/29/16	16BT	1	09/09/16	09/16/16	Friday, September 30, 2016	Monday, October 03, 2016	Monday, October 03, 2016	09/30/16	10/07/16
09/30/16	10/13/16	16BU	2	09/23/16	09/30/16	Friday, October 14, 2016	Monday, October 17, 2016	Monday, October 17, 2016	10/14/16	10/21/16
10/14/16	10/27/16	16BV	1	10/07/16	10/14/16	Friday, October 28, 2016	Monday, October 31, 2016	Monday, October 31, 2016	10/28/16	11/04/16
10/28/16	11/10/16	16BW	2	10/21/16	10/28/16	Friday, November 11, 2016	Monday, November 14, 2016	Monday, November 14, 2016	11/11/16	11/18/16
11/11/16	11/24/16	16BX	1	11/04/16	11/11/16	Tuesday, November 22, 2016	Monday, November 28, 2016	Monday, November 28, 2016	11/22/16	12/02/16
11/25/16	12/08/16	16BY	2	11/18/16	11/25/16	Friday, December 09, 2016	Monday, December 12, 2016	Monday, December 12, 2016	12/09/16	12/16/16
12/09/16	12/22/16	16BZ	3	12/02/16	12/09/16	Thursday, December 15, 2016	Friday, December 16, 2016	Friday, December 16, 2016	12/15/16	12/22/16
JDC CLOSE FOR FY16 06/24/16										
PAR CLOSE FOR FY16 06/24/16										
GENERAL NOTES:										
ITEMS HIGHLIGHTED IN YELLOW INDICATES PROCESSING DATES WHICH HAVE BEEN MOVED FORWARD TO INCORPORATE UNIVERSITY HOLIDAYS OR FISCAL YEAR-END PROCESSING REQUIREMENTS										
BIWEEKLY PAYROLL DEDUCTIONS FOR PPP USAGE FEES, UNIVERSITY CLUB DUES AND PARKING PERMITS ARE COLLECTED ONLY DURING THE SECOND PROCESSING PERIOD EACH MONTH										
BIWEEKLY PAYROLL DEDUCTIONS FOR HEALTH AND DENTAL INSURANCE ARE NOT COLLECTED DURING THE THIRD PROCESSING PERIOD EACH MONTH										
BIWEEKLY PAYROLL PERIODS START AT MIDNIGHT ON FRIDAY AND END TWO WEEKS LATER AT MIDNIGHT ON THURSDAY. PAYDAY IS THE FOLLOWING FRIDAY										
INFORMATION ON NEW EMPLOYEES IS ADDED TO THE EMPLOYEE DATABASE DURING THE NEXT AVAILABLE PROCESSING CYCLE IN WHICH MINIMUM RECORD REQUIREMENTS ARE SATISFIED										
FUNDING CHANGE FILES ARE DUE THE SAME BUSINESS DAY THAT THE RESPECTIVE ELECTRONIC PAYLINE DATA ENTRY SYSTEM OPENS										
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 AM ON THE MONDAY OF THE WEEK IN WHICH THE PAYROLL IS BEING PROCESSED										
BIWEEKLY PAYROLL PROCESSING:										
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)										