UNIVERSITY OF LOUISVILLE 2016 MONTHLY PAYROLL UNIT BUSINESS ADMINISTRATOR CALENDAR

PAY PERIOD ENDING	PAY RUN ID	FORMS DUE TO: HR/POSITION MANAGEMENT JOB DATA CHANGES AND ADDITIONAL PAY CHANGES FOR CURRENT PAY PERIOD	FORMS DUE TO: PAYROLL JOB DATA CHANGES AND ADDITIONAL PAY CHANGES FOR CURRENT PAY PERIOD	PAY SHEETS OPEN 8:00 AM PAY SHEETS CLOSE AT 5:00 PM	INDIVIDUAL TIME SHEETS DUE 8:00 AM	FUNDING FILE CURRENT PAY PERIOD	WORKDAYS PER PAY PERIOD	PAYDAY
JANUARY	16MA	12/16/16	12/23/16	Friday, January 15, 2016	01/15/16	01/15/16	21	01/29/16
FEBRUARY	16MB	02/02/16	02/09/16	Monday, February 22, 2016	02/22/16	02/22/16	21	02/29/16
MARCH	16MC	03/04/16	03/11/16	Tuesday, March 22, 2016	03/22/16	03/22/16	23	03/30/16
APRIL	16MD	04/06/16	04/13/16	Friday, April 22, 2016	04/22/16	04/22/16	21	04/29/16
MAY	16ME	05/04/16	05/11/16	Friday, May 20, 2016	05/20/16	05/20/16	22	05/27/16
JUNE	16MF	05/31/16	06/07/16	Tuesday, June 21, 2016	06/21/16	06/21/16	22	06/30/16
JULY	16MG	06/08/16	06/15/16	Monday, July 18, 2016	07/18/16	07/18/16	21	07/29/16
AUGUST	16MH	07/18/16	07/25/16	Monday, August 22, 2016	08/22/16	08/22/16	23	08/30/16
SEPTEMBER	16MI	08/24/16	08/31/16	Friday, September 23, 2016	09/23/16	09/23/16	22	09/30/16
OCTOBER	16MJ	09/30/16	10/07/16	Friday, October 21, 2016	10/21/16	10/21/16	21	10/28/16
NOVEMBER	16MK	10/26/16	11/02/16	Friday, November 18, 2016	11/18/16	11/18/16	22	11/30/16
DECEMBER	16ML	11/09/16	11/16/16	Friday, December 02, 2016	12/02/16	12/02/16	22	12/22/16

JDC CLOSE FOR FY16 06/24/16

PAR CLOSE FOR FY16 06/24/16

GENERAL NOTES:

*Indicates processing dates which have been moved forward to incorporate university holidays or fiscal year-end processing requirements

Information on new employees is added to the employee database during the next available processing cycle in which minimum record requirements are satisfied

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 due date above for the current pay period