UNIVERSITY OF LOUISVILLE 2017 BIWEEKLY PAYROLL UNIT BUSINESS ADMINISTRATOR CALENDAR

PAY PERIOD START DATE	PAY PERIOD END DATE	PAY RUN ID	DEDUCTION PERIOD	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	PAY SHEETS CLOSE	INDIVIDUAL TIME SHEETS DUE IN PAYROLL DEPARTMENT BY 8:00 AM	FUNDING FILE CURRENT PAY PERIOD	PAYDAY
						8:00 AM	9:00 AM			
12/23/16	01/05/17	17BA	1	Friday, December 09, 2016	12/16/16	FRIDAY, 01/06/17	MONDAY, 01/09/17	MONDAY, 01/09/17	FRIDAY, 01/06/17	01/13/17
01/06/17	01/19/17	17BB	2	Friday, December 23, 2016	01/06/17	FRIDAY, 01/20/17	MONDAY, 01/23/17	MONDAY, 01/23/17	FRIDAY, 01/20/17	01/27/17
01/20/17	02/02/17	17BC	1	Friday, January 13, 2017	01/20/17	FRIDAY, 02/03/17	MONDAY, 02/06/17	MONDAY, 02/06/17	FRIDAY, 02/03/17	02/10/17
02/03/17	02/16/17	17BD	2	Friday, January 27, 2017	02/03/17	FRIDAY, 02/17/17	MONDAY, 02/20/17	MONDAY, 02/20/17	FRIDAY, 02/17/17	02/24/17
02/17/17	03/02/17	17BE	1	Friday, February 10, 2017	02/17/17	FRIDAY, 03/03/17	MONDAY, 03/06/17	MONDAY, 03/06/17	FRIDAY, 03/03/17	03/10/17
03/03/17	03/16/17	17BF	2	Friday, February 24, 2017	03/03/17	FRIDAY, 03/17/17	MONDAY, 03/20/17	MONDAY, 03/20/17	FRIDAY, 03/17/17	03/24/17
03/17/17	03/30/17	17BG	1	Friday, March 10, 2017	03/17/17	FRIDAY, 03/31/17	MONDAY, 04/03/17	MONDAY, 04/03/17	FRIDAY, 03/31/17	04/07/17
03/31/17	04/13/17	17BH	2	Friday, March 24, 2017	03/31/17	FRIDAY, 04/14/17	MONDAY, 04/17/17	MONDAY, 04/17/17	FRIDAY, 04/14/17	04/21/17
04/14/17	04/27/17	17BI	1	Friday, April 07, 2017	04/14/17	FRIDAY, 04/28/17	MONDAY, 05/01/17	MONDAY, 05/01/17	FRIDAY, 04/28/17	05/05/17
04/28/17	05/11/17	17BJ	2	Friday, April 21, 2017	04/28/17	FRIDAY, 05/12/17	MONDAY, 05/15/17	MONDAY, 05/15/17	FRIDAY, 05/12/17	05/19/17
05/12/17	05/25/17	17BK	1	Friday, May 05, 2017	05/12/17	THURSDAY, 05/25/17	FRIDAY, 05/26/17	FRIDAY, 05/26/17	THURSDAY, 05/25/17	06/02/17
05/26/17	06/08/17	17BL	2	Friday, May 19, 2017	05/26/17	FRIDAY, 06/09/17	MONDAY, 06/12/17	MONDAY, 06/12/17	FRIDAY, 06/09/17	06/16/17
06/09/17	06/22/17	17BM	**3**	Friday, June 02, 2017	06/09/17	FRIDAY, 06/23/17	MONDAY, 06/26/17	MONDAY, 06/26/17	FRIDAY, 06/23/17	06/30/17
06/23/17	07/06/17	17BN	1	Tuesday, June 13, 2017	06/23/17	FRIDAY, 07/07/17	MONDAY, 07/10/17	MONDAY, 07/10/17	FRIDAY, 07/07/17	07/14/17
07/07/17	07/20/17	17BO	2	Friday, June 30, 2017	07/07/17	FRIDAY, 07/21/17	MONDAY, 07/24/17	MONDAY, 07/24/17	FRIDAY, 07/21/17	07/28/17
07/21/17	08/03/17	17BP	1	Friday, July 14, 2017	07/21/17	FRIDAY, 08/04/17	MONDAY, 08/07/17	MONDAY, 08/07/17	FRIDAY, 08/04/17	08/11/17
08/04/17	08/17/16	17BQ	2	Friday, July 28, 2017	08/04/17	FRIDAY, 08/18/17	MONDAY, 08/21/17	MONDAY, 08/21/17	FRIDAY, 08/18/17	08/25/17
08/18/17	08/31/17	17BR	1	Friday, August 11, 2017	08/18/17	THURSDAY, 08/31/17	FRIDAY, 09/01/17	FRIDAY, 09/01/17	THURSDAY, 08/31/17	09/08/17
09/01/17	09/14/17	17BS	2	Friday, August 25, 2017	09/01/17	FRIDAY, 09/15/17	MONDAY, 09/18/17	MONDAY, 09/18/17	FRIDAY, 09/15/17	09/22/17
09/15/17	09/28/17	17BT	1	Friday, September 08, 2017	09/15/17	FRIDAY, 09/29/17	MONDAY, 10/02/17	MONDAY, 10/02/17	FRIDAY, 09/29/17	10/06/17
09/29/17	10/12/17	17BU	2	Friday, September 22, 2017	09/29/17	FRIDAY, 10/13/17	MONDAY, 10/16/17	MONDAY, 10/16/17	FRIDAY, 10/13/17	10/20/17
10/13/17	10/26/17	17BV	1	Friday, October 06, 2017	10/13/17	FRIDAY, 10/27/17	MONDAY, 10/30/17	MONDAY, 10/30/17	FRIDAY, 10/27/17	11/03/17
10/27/17	11/09/17	17BW	2	Friday, October 20, 2017	10/27/17	FRIDAY, 11/10/17	MONDAY, 11/13/17	MONDAY, 11/13/17	FRIDAY, 11/10/17	11/17/17
11/10/17	11/23/17	17BX	1	Tuesday, October 31, 2017	11/07/17	TUESDAY, 11/21/17	MONDAY, 11/27/17	MONDAY, 11/27/17	TUESDAY, 11/21/17	12/01/17
11/24/17	12/07/17	17BY	2	Friday, November 17, 2017	11/24/17	FRIDAY, 12/08/17	MONDAY, 12/11/17	MONDAY, 12/11/17	FRIDAY, 12/08/17	12/15/17
12/08/17	12/21/17	17BZ	**3**	Wednesday, November 22, 2017	12/01/17	THURSDAY, 12/14/17	FRIDAY, 12/15/17	FRIDAY, 12/15/17	THURSDAY, 12/14/17	12/21/17

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)