

**UNIVERSITY OF LOUISVILLE 2017 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	17MA	Friday, December 16, 2016	12/23/16	MONDAY, 01/23/17	01/23/17	THURSDAY, 01/23/17	22	01/30/17
FEBRUARY	17MB	Tuesday, January 31, 2017	02/07/17	TUESDAY, 02/21/17	02/21/17	TUESDAY, 02/21/17	20	02/28/17
MARCH	17MC	Wednesday, March 01, 2017	03/08/17	WEDNESDAY, 03/22/17	03/22/17	WEDNESDAY, 03/22/17	23	03/30/17
APRIL	17MD	Monday, April 10, 2017	04/16/17	THURSDAY, 04/20/17	04/20/17	THURSDAY, 04/20/17	20	04/28/17
MAY	17ME	Friday, April 28, 2017	05/05/17	FRIDAY, 05/19/17	05/19/17	FRIDAY, 05/19/17	23	05/30/17
JUNE	17MF	Friday, May 26, 2017	06/05/17	MONDAY, 06/19/17	06/19/17	MONDAY, 06/19/17	22	06/30/17
JULY	17MG	Tuesday, June 13, 2017	07/05/17	WEDNESDAY, 07/19/17	07/19/17	WEDNESDAY, 07/19/17	21	07/28/17
AUGUST	17MH	Tuesday, August 01, 2017	08/08/17	TUESDAY, 08/22/17	08/22/17	TUESDAY, 08/22/17	23	08/30/17
SEPTEMBER	17MI	Friday, September 01, 2017	09/08/17	FRIDAY, 09/22/17	09/22/17	FRIDAY, 09/22/17	21	09/29/17
OCTOBER	17MJ	Friday, September 29, 2017	10/06/17	FRIDAY, 10/20/17	10/20/17	FRIDAY, 10/20/17	22	10/30/17
NOVEMBER	17MK	Friday, October 27, 2017	11/03/17	FRIDAY, 11/17/17	11/17/17	FRIDAY, 11/17/17	22	11/30/17
DECEMBER	17ML	Tuesday, November 21, 2017	11/28/17	TUESDAY 12/12/17	12/12/17	TUESDAY 12/12/17	21	12/21/17
<b>GENERAL NOTES:</b>								
*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								