

UNIVERSITY OF LOUISVILLE 2018 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 JOB DATA CHANGES AND ADDITIONAL PAY CHANGES FOR CURRENT PAY PERIOD	PAYROLL JOB DATA CHANGES AND ADDITIONAL PAY CHANGES FOR CURRENT PAY PERIOD					
						8:00 AM	9:00 AM			
12/22/17	01/04/18	18BA	1	Wednesday, December 06, 2017	12/15/17	Friday, 01/05/18	Monday, 01/08/18	Monday, 01/08/18	Monday, 01/08/18	01/12/18
01/05/18	01/18/18	18BB	2	Thursday, December 21, 2017	01/05/18	Friday, 01/19/18	Monday, 01/22/18	Monday, 01/22/18	Monday, 01/22/18	01/26/18
01/19/18	02/01/18	18BC	1	Wednesday, January 10, 2018	01/19/18	Friday, 02/02/18	Monday, 02/05/18	Monday, 02/05/18	Monday, 02/05/18	02/09/18
02/02/18	02/15/18	18BD	2	Wednesday, January 24, 2018	02/02/18	Friday, 02/16/18	Monday, 02/19/18	Monday, 02/19/18	Monday, 02/19/18	02/23/18
02/16/18	03/01/18	18BE	1	Wednesday, February 07, 2018	02/16/18	Friday, 03/02/18	Monday, 03/05/18	Monday, 03/05/18	Monday, 03/05/18	03/09/18
03/02/18	03/15/18	18BF	2	Wednesday, February 21, 2018	03/02/18	Friday, 03/16/18	Monday, 03/19/18	Monday, 03/19/18	Monday, 03/19/18	03/23/18
03/16/18	03/29/18	18BG	1	Wednesday, March 07, 2018	03/16/18	Friday, 03/30/18	Monday, 04/02/18	Monday, 04/02/18	Monday, 04/02/18	04/06/18
03/30/18	04/12/18	18BH	2	Wednesday, March 21, 2018	03/30/18	Friday, 04/13/18	Monday, 04/16/18	Monday, 04/16/18	Monday, 04/16/18	04/20/18
04/13/18	04/26/18	18BI	1	Wednesday, April 04, 2018	04/13/18	Friday, 04/27/18	Monday, 04/30/18	Monday, 04/30/18	Monday, 04/30/18	05/04/18
04/27/18	05/10/18	18BJ	2	Wednesday, April 18, 2018	04/27/18	Friday, 05/11/18	Monday, 05/14/18	Monday, 05/14/18	Monday, 05/14/18	05/18/18
05/11/18	05/24/18	18BK	1	Tuesday, May 01, 2018	05/10/18	Thursday, 05/24/18	Friday, 05/25/18	Friday, 05/25/18	Friday, 05/25/18	06/01/18
05/25/18	06/07/18	18BL	2	Wednesday, May 16, 2018	05/25/18	Friday, 06/08/18	Monday, 06/11/18	Monday, 06/11/18	Monday, 06/11/18	06/15/18
06/08/18	06/21/18	18BM	3	Wednesday, May 30, 2018	06/08/18	Friday, 06/22/18	Monday, 06/25/18	Monday, 06/25/18	Monday, 06/25/18	06/29/18
06/22/18	07/05/18	18BN	1	Wednesday, June 13, 2018	06/22/18	Friday, 07/06/18	Monday, 07/09/18	Monday, 07/09/18	Monday, 07/09/18	07/13/18
07/06/18	07/19/18	18BO	2	Wednesday, June 27, 2018	07/06/18	Friday, 07/20/18	Monday, 07/23/18	Monday, 07/23/18	Monday, 07/23/18	07/27/18
07/20/18	08/02/18	18BP	1	Wednesday, July 11, 2018	07/20/18	Friday, 08/03/18	Monday, 08/06/18	Monday, 08/06/18	Monday, 08/06/18	08/10/18
08/03/18	08/16/18	18BQ	2	Wednesday, July 25, 2018	08/03/18	Friday, 08/17/18	Monday, 08/20/18	Monday, 08/20/18	Monday, 08/20/18	08/24/18
08/17/18	08/30/18	18BR	1	Tuesday, August 07, 2018	08/16/18	Thursday, 08/30/18	Friday, 08/31/18	Friday, 08/31/18	Friday, 08/31/18	09/07/18
08/31/18	09/13/18	18BS	2	Wednesday, August 22, 2018	08/31/18	Friday, 09/14/18	Monday, 09/17/18	Monday, 09/17/18	Monday, 09/17/18	09/21/18
09/14/18	09/27/18	18BT	1	Wednesday, September 05, 2018	09/14/18	Friday, 09/28/18	Monday, 10/01/18	Monday, 10/01/18	Monday, 10/01/18	10/05/18
09/28/18	10/11/18	18BU	2	Wednesday, September 19, 2018	09/28/18	Friday, 10/12/18	Monday, 10/15/18	Monday, 10/15/18	Monday, 10/15/18	10/19/18
10/12/18	10/25/18	18BV	1	Wednesday, October 03, 2018	10/12/18	Friday, 10/26/18	Monday, 10/29/18	Monday, 10/29/18	Monday, 10/29/18	11/02/18
10/26/18	11/08/18	18BW	2	Wednesday, October 17, 2018	10/26/18	Friday, 11/09/18	Monday, 11/12/18	Monday, 11/12/18	Monday, 11/12/18	11/16/18
11/09/18	11/22/18	18BX	3	Sunday, October 28, 2018	11/06/18	Tuesday, 11/20/18	Monday, 11/26/18	Monday, 11/26/18	Monday, 11/26/18	11/30/18
11/23/18	12/06/18	18BY	1	Monday, November 12, 2018	11/21/18	Friday, 12/07/18	Monday, 12/10/18	Monday, 12/10/18	Monday, 12/10/18	12/14/18
12/07/18	12/20/18	18BZ	2	Tuesday, November 20, 2018	11/29/18	Wednesday, 12/12/18	Thursday, 12/13/18	Thursday, 12/13/18	Thursday, 12/13/18	12/20/18
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)										