

UNIVERSITY OF LOUISVILLE 2018 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	18MA	Tuesday, December 12, 2017	12/21/17	Tuesday, 01/23/18	01/23/18	Tuesday, January 23, 2018	23	01/30/18
FEBRUARY	18MB	Friday, January 26, 2018	02/06/18	Tuesday, 02/20/18	02/20/18	Tuesday, February 20, 2018	20	02/28/18
MARCH	18MC	Wednesday, February 28, 2018	03/09/18	Friday, 03/23/18	03/23/18	Friday, March 23, 2018	22	03/30/18
APRIL	18MD	Wednesday, March 28, 2018	04/06/18	Friday, 04/20/18	04/20/18	Friday, April 20, 2018	21	04/30/18
MAY	18ME	Wednesday, April 25, 2018	05/04/18	Friday, 05/18/18	05/18/18	Friday, May 18, 2018	23	05/30/18
JUNE	18MF	Wednesday, May 23, 2018	06/01/18	Friday, 06/15/18	06/15/18	Friday, June 15, 2018	21	06/29/18
JULY	18MG	Thursday, June 14, 2018	06/29/18	Friday, 07/13/18	07/13/18	Friday, July 13, 2018	22	07/30/18
AUGUST	18MH	Monday, July 30, 2018	08/08/18	Wednesday, 08/22/18	08/22/18	Wednesday, August 22, 2018	23	08/30/18
SEPTEMBER	18MI	Wednesday, August 29, 2018	09/07/18	Friday, 09/21/18	09/21/18	Friday, September 21, 2018	20	09/28/18
OCTOBER	18MJ	Wednesday, September 26, 2018	10/05/18	Friday, 10/19/18	10/19/18	Friday, October 19, 2018	23	10/30/18
NOVEMBER	18MK	Monday, October 22, 2018	10/31/18	Wednesday, 11/14/18	11/14/18	Wednesday, November 14, 2018	22	11/30/18
DECEMBER	18ML	Friday, November 02, 2018	11/12/18	Monday, 12/03/18	12/03/18	Monday, December 03, 2018	21	12/20/18
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								