

**UNIVERSITY OF LOUISVILLE 2019 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			
12/21/18	01/03/19	19BA	1	Monday, November 26, 2018	12/05/18	Friday, 01/04/19	Monday, 01/07/19	Monday, 01/07/19	Friday, 01/04/19	01/11/19
01/04/19	01/17/19	19BB	2	Friday, December 14, 2018	01/03/19	Thursday, 01/17/19	Friday, 01/18/19	Friday, 01/18/19	Thursday, 01/17/19	01/25/19
01/18/19	01/31/19	19BC	1	Tuesday, January 08, 2019	01/18/19	Friday, 02/01/19	Monday, 02/04/19	Monday, 02/04/19	Friday, 02/01/19	02/08/19
02/01/19	02/14/19	19BD	2	Tuesday, January 22, 2019	02/01/19	Friday, 02/15/19	Monday, 02/18/19	Monday, 02/18/19	Friday, 02/15/19	02/22/19
02/15/19	02/28/19	19BE	1	Tuesday, February 05, 2019	02/15/19	Friday, 03/01/19	Monday, 03/04/19	Monday, 03/04/19	Friday, 03/01/19	03/08/19
03/01/19	03/14/19	19BF	2	Tuesday, February 19, 2019	03/01/19	Friday, 03/15/19	Monday, 03/18/19	Monday, 03/18/19	Friday, 03/15/19	03/22/19
03/15/19	03/28/19	19BG	1	Tuesday, March 05, 2019	03/15/19	Friday, 03/29/19	Monday, 04/01/19	Monday, 04/01/19	Friday, 03/29/19	04/05/19
03/29/19	04/11/19	19BH	2	Tuesday, March 19, 2019	03/29/19	Friday, 04/12/19	Monday, 04/15/19	Monday, 04/15/19	Friday, 04/12/19	04/19/19
04/12/19	04/25/19	19BI	1	Tuesday, April 02, 2019	04/12/19	Friday, 04/26/19	Monday, 04/29/19	Monday, 04/29/19	Friday, 04/26/19	05/03/19
04/26/19	05/09/19	19BJ	2	Tuesday, April 16, 2019	04/26/19	Friday, 05/10/19	Monday, 05/13/19	Monday, 05/13/19	Friday, 05/10/19	05/17/19
05/10/19	05/23/19	19BK	3	Monday, April 29, 2019	05/09/19	Thursday, 05/23/19	Friday, 05/24/19	Friday, 05/24/19	Thursday, 05/23/19	05/31/19
05/24/19	06/06/19	19BL	1	Tuesday, May 14, 2019	05/24/19	Friday, 06/07/19	Monday, 06/10/19	Monday, 06/10/19	Friday, 06/07/19	06/14/19
06/07/19	06/20/19	19BM	2	Tuesday, May 28, 2019	06/07/19	Friday, 06/21/19	Monday, 06/24/19	Monday, 06/24/19	Friday, 06/21/19	06/28/19
06/21/19	07/04/19	19BN	1	Friday, June 07, 2019	06/19/19	Wednesday 07/03/19	Monday, 07/08/19	Monday, 07/08/19	Wednesday 07/03/19	07/12/19
07/05/19	07/18/19	19BO	2	Friday, June 07, 2019	07/03/19	Friday, 07/19/19	Monday, 07/22/19	Monday, 07/22/19	Friday, 07/19/19	07/26/19
07/19/19	08/01/19	19BP	1	Tuesday, July 09, 2019	07/19/19	Friday, 08/02/19	Monday, 08/05/19	Monday, 08/05/19	Friday, 08/02/19	08/09/19
08/02/19	08/15/19	19BQ	2	Tuesday, July 23, 2019	08/02/19	Friday, 08/16/19	Monday, 08/19/19	Monday, 08/19/19	Friday, 08/16/19	08/23/19
08/16/19	08/29/19	19BR	1	Monday, August 05, 2019	08/15/19	Thursday, 08/29/19	Friday, 08/30/19	Friday, 08/30/19	Thursday, 08/29/19	09/06/19
08/30/19	09/12/19	19BS	2	Tuesday, August 20, 2019	08/30/19	Friday, 09/13/19	Monday, 09/16/19	Monday, 09/16/19	Friday, 09/13/19	09/20/19
09/13/19	09/26/19	19BT	1	Tuesday, September 03, 2019	09/13/19	Friday, 09/27/19	Monday, 09/30/19	Monday, 09/30/19	Friday, 09/27/19	10/04/19
09/27/19	10/10/19	19BU	2	Tuesday, September 17, 2019	09/27/19	Friday, 10/11/19	Monday, 10/14/19	Monday, 10/14/19	Friday, 10/11/19	10/18/19
10/11/19	10/24/19	19BV	1	Tuesday, October 01, 2019	10/11/19	Friday, 10/25/19	Monday, 10/28/19	Monday, 10/28/19	Friday, 10/25/19	11/01/19
10/25/19	11/07/19	19BW	2	Tuesday, October 15, 2019	10/25/19	Friday, 11/08/19	Monday, 11/11/19	Monday, 11/11/19	Friday, 11/08/19	11/15/19
11/08/19	11/21/19	19BX	3	Friday, October 25, 2019	11/05/19	Tuesday, 11/19/19	Wednesday, 11/20/19	Wednesday, 11/20/19	Tuesday, 11/19/19	11/26/19
11/22/19	12/05/19	19BY	1	Friday, November 08, 2019	11/20/19	Friday, 12/06/19	Monday, 12/09/19	Monday, 12/09/19	Friday, 12/06/19	12/13/19
12/06/19	12/19/19	19BZ	2	Friday, November 22, 2019	12/02/19	Monday, 12/16/19	Tuesday, 12/17/19	Tuesday, 12/17/19	Monday, 12/16/19	12/23/19
<b>GENERAL NOTES:</b>										
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										
<b>BIWEEKLY PAYROLL PROCESSING:</b>										
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)										