

UNIVERSITY OF LOUISVILLE 2019 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	19MA	Monday, December 03, 2018	12/12/18	Friday, 01/11/19	01/11/19	Friday, 01/11/19	23	01/30/19
FEBRUARY	19MB	Monday, January 14, 2019	01/25/19	Friday, 02/08/19	02/08/19	Friday, 02/08/19	20	02/28/19
MARCH	19MC	Monday, February 11, 2019	02/22/19	Friday, 03/08/19	03/08/19	Friday, 03/08/19	21	03/29/19
APRIL	19MD	Monday, March 25, 2019	04/05/19	Friday, 04/19/19	04/19/19	Friday, 04/19/19	22	04/30/19
MAY	19ME	Monday, April 22, 2019	05/03/19	Friday, 05/17/19	05/17/19	Friday, 05/17/19	23	05/30/19
JUNE	19MF	Monday, May 20, 2019	05/31/19	Friday, 06/14/19	06/14/19	Friday, 06/14/19	20	06/28/19
JULY	19MG	Friday, June 07, 2019	06/25/19	Friday, 07/12/19	07/12/19	Friday, 07/12/19	23	07/30/19
AUGUST	19MH	Wednesday, July 10, 2019	07/26/19	Friday, 08/09/19	08/09/19	Friday, 08/09/19	22	08/30/19
SEPTEMBER	19MI	Monday, August 19, 2019	09/06/19	Friday, 09/20/19	09/20/19	Friday, 09/20/19	21	09/30/19
OCTOBER	19MJ	Monday, September 23, 2019	10/04/19	Friday, 10/18/19	10/18/19	Friday, 10/18/19	23	10/30/19
NOVEMBER	19MK	Monday, October 07, 2019	10/18/19	Friday, 11/01/19	11/01/19	Friday, 11/01/19	21	11/26/19
DECEMBER	19ML	Monday, October 28, 2019	11/08/19	Monday, 12/02/19	12/02/19	Monday, 12/02/19	22	12/23/19
GENERAL NOTES:								
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 payroll 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								