UNIVERSITY OF LOUISVILLE 2020 BIWEEKLY PAYROLL UNIT BUSINESS ADMINISTRATOR CALENDAR									
PAY PERIOD START DATE	PAY PERIOD END DATE	PAY RUN ID	DEDUCTION PERIOD	FORMS DUE TO: HR/POSITION MANAGEMENT JOB DATA CHANGES FOR CURRENT PAY PERIOD	FORMS DUE TO: PAYROLL JOB DATA CHANGES FOR CURRENT PAY PERIOD	PAY SHEETS OPEN/LOAD BUS OPS 12:00 - 4:30	PAY SHEETS CLOSE 9:00 AM	INDIVIDUAL TIME SHEETS DUE TO PAYROLL and FUNDING FILE DUE TO POSITION MANAGEMENT BY 8:00 AM	PAYDAY
12/20/19	01/02/20	20BA	1	Friday, November 29, 2019	12/13/19	Friday, January 3, 2020	Monday, January 6, 2020	Friday, January 3, 2020	01/10/20
01/03/20	01/16/20	20BB	2	Friday, December 20, 2019	01/03/20	**Thursday, January 16, 2020**	**Friday, January 17, 2020**	**Thursday, January 16, 2020**	01/24/20
01/17/20	01/30/20	20BC	1	Friday, January 3, 2020	01/17/20	Friday, January 31, 2020	Monday, February 3, 2020	Friday, January 31, 2020	02/07/20
01/31/20	02/13/20	20BD	2	Friday, January 17, 2020	01/31/20	Friday, February 14, 2020	Monday, February 17, 2020	Friday, February 14, 2020	02/21/20
02/14/20	02/27/20	20BE	1	Friday, January 31, 2020	02/14/20	Friday, February 28, 2020	Monday, March 2, 2020	Friday, February 28, 2020	03/06/20
02/28/20	03/12/20	20BF	2	Friday, February 14, 2020	02/28/20	Friday, March 13, 2020	Monday, March 16, 2020	Friday, March 13, 2020	03/20/20
03/13/20	03/26/20	20BG	1	Friday, February 28, 2020	03/13/20	Friday, March 27, 2020	Monday, March 30, 2020	Friday, March 27, 2020	04/03/20
03/27/20	04/09/20	20BH	2	Friday, March 13, 2020	03/27/20	Friday, April 10, 2020	Monday, April 13, 2020	Friday, April 10, 2020	04/17/20
04/10/20	04/23/20	20BI	1	Friday, March 27, 2020	04/10/20	Friday, April 24, 2020	Monday, April 27, 2020	Friday, April 24, 2020	05/01/20
04/24/20	05/07/20	20BJ	2	Friday, April 10, 2020	04/24/20	Friday, May 8, 2020	Monday, May 11, 2020	Friday, May 8, 2020	05/15/20
05/08/20	05/21/20	20BK	**3**	Friday, April 24, 2020	05/08/20	**Thursday, May 21, 2020**	**Friday, May 22, 2020**	**Thursday, May 21, 2020**	05/29/20
05/22/20	06/04/20	20BL	1	Friday, May 8, 2020	05/22/20	Friday, June 5, 2020	Monday, June 8, 2020	Friday, June 5, 2020	06/12/20
06/05/20	06/18/20	20BM	**2**	Friday, May 22, 2020	06/05/20	Friday, June 19, 2020	Monday, June 22, 2020	Friday, June 19, 2020	06/26/20
06/19/20	07/02/20	20BN	1	Wednesday, June 3, 2020	06/17/20	**Thursday, July 2, 2020**	Monday, July 6, 2020	**Thursday, July 2, 2020**	07/10/20
07/03/20	07/16/20	20BO	2	Monday, June 15, 2020	06/29/20	Friday, July 17, 2020	Monday, July 20, 2020	Friday, July 17, 2020	07/24/20
07/17/20	07/30/20	20BP	1	Thursday, July 2, 2020	07/17/20	Friday, July 31, 2020	Monday, August 3, 2020	Friday, July 31, 2020	08/07/20
07/31/20	08/13/20	20BQ	2	Friday, July 17, 2020	07/31/20	Friday, August 14, 2020	Monday, August 17, 2020	Friday, August 14, 2020	08/21/20
08/14/20	08/27/20	20BR	1	Friday, July 31, 2020	08/14/20	Friday, August 28, 2020	Monday, August 31, 2020	Friday, August 28, 2020	09/04/20
08/28/20	09/10/20	20BS	2	Friday, August 14, 2020	08/28/20	Friday, September 11, 2020	Monday, September 14, 2020	Friday, September 11, 2020	09/18/20
09/11/20	09/24/20	20BT	1	Friday, August 28, 2020	09/11/20	Friday, September 25, 2020	Monday, September 28, 2020	Friday, September 25, 2020	10/02/20
09/25/20	10/08/20	20BU	2	Friday, September 11, 2020	09/25/20	Friday, October 9, 2020	Monday, October 12, 2020	Friday, October 9, 2020	10/16/20
10/09/20	10/22/20	20BV	**3**	Friday, September 25, 2020	10/09/20	Friday, October 23, 2020	Monday, October 26, 2020	Friday, October 23, 2020	10/30/20
10/23/20	11/05/20	20BW	1	Friday, October 9, 2020	10/23/20	Friday, November 6, 2020	Monday, November 9, 2020	Friday, November 6, 2020	11/13/20
11/06/20	11/19/20	20BX	2	Wednesday, October 21, 2020	11/04/20	**Tuesday, November 17, 2020**	**Wednesday, November 18, 2020**	**Tuesday, November 17, 2020**	11/24/20
11/20/20	12/03/20	20BY	1	Monday, November 2, 2020	11/16/20	Friday, December 4, 2020	Monday, December 7, 2020	Friday, December 4, 2020	12/11/20
12/04/20	12/17/20	20BZ	**2**	Wednesday, November 18, 2020	12/02/20	**Wednesday, December 16, 2020**	**Thursday, December 17, 2020**	**Wednesday, December 16, 2020**	12/23/20
12/18/20	12/31/20	**21BA**	**1**	Tuesday, November 24, 2020	12/11/20	**Monday, January 4, 2021**	Tuesday, January 5, 2021	Monday, January 4, 2021	01/08/21
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 WHICHTHE 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)									