

UNIVERSITY OF LOUISVILLE 2020 MONTHLY PAYROLL UNIT BUSINESS ADMINISTRATOR CALENDAR

		FORMS DUE TO:	FORMS DUE TO:					
		HR/POSITION MANAGEMENT	PAYROLL					
PAY PERIOD ENDING	PAY RUN ID	JOB DATA CHANGES AND ADDITIONAL PAY CHANGES FOR CURRENT PAY PERIOD	JOB DATA CHANGES AND ADDITIONAL PAY CHANGES FOR CURRENT PAY PERIOD	PAY SHEETS OPEN	INDIVIDUAL TIME SHEETS DUE	FUNDING FILE CURRENT PAY PERIOD	WORKDAYS PER PAY PERIOD	PAYDAY
				LOAD PAYLINES -BUS OPS 12-5:00	8:00 AM			
JANUARY	20MA	Friday, December 13, 2019	1/2/2020	Thursday, January 23, 2020	01/13/20	Thursday, January 23, 2020	23	01/30/20
FEBRUARY	20MB	Friday, January 24, 2020	2/7/2020	Friday, February 21, 2020	02/21/20	Friday, February 21, 2020	20	02/28/20
MARCH	20MC	Friday, February 21, 2020	3/6/2020	Friday, March 20, 2020	03/20/20	Friday, March 20, 2020	22	03/30/20
APRIL	20MD	Friday, March 20, 2020	4/3/2020	Monday, April 20, 2020	04/20/20	Monday, April 20, 2020	22	04/30/20
MAY	20ME	Friday, April 17, 2020	5/1/2020	Thursday, May 14, 2020	05/18/20	Thursday, May 14, 2020	21	05/29/20
JUNE	20MF	Friday, May 15, 2020	5/29/2020	Monday, June 15, 2020	06/15/20	Monday, June 15, 2020	22	06/30/20
JULY	20MG	Friday, June 5, 2020	6/26/2020	Wednesday, July 22, 2020	07/22/20	Wednesday, July 22, 2020	23	07/30/20
AUGUST	20MH	Friday, July 17, 2020	7/31/2020	Wednesday, August 19, 2020	08/19/20	Wednesday, August 19, 2020	21	08/28/20
SEPTEMBER	20MI	Friday, August 21, 2020	9/4/2020	Monday, September 21, 2020	09/21/20	Monday, September 21, 2020	22	09/30/20
OCTOBER	20MJ	Friday, September 18, 2020	10/2/2020	Monday, October 19, 2020	10/19/20	Monday, October 19, 2020	22	10/30/20
NOVEMBER	20MK	Friday, October 9, 2020	10/23/2020	Wednesday, November 11, 2020	11/11/20	Wednesday, November 11, 2020	21	11/30/20
DECEMBER	20ML	Wednesday, November 4, 2020	11/18/2020	Friday, December 11, 2020	12/11/20	Friday, December 11, 2020	23	12/23/20
JANUARY	21MA	Thursday, December 17, 2020	1/4/2021	Friday, January 22, 2021	1/22/2021	Friday, January 22, 2021	21	1/29/2021
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 time report and delivered to the Payroll Office by 8:00 a.m. on the due date above for the current pay period								