

UNIVERSITY OF LOUISVILLE 2021 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	INDIVIDUAL TIME SHEETS DUE TO PAYROLL and FUNDING FILE DUE TO POSITION MANAGEMENT BY 8:00 AM	PAYDAY
12/18/2020	12/31/2020	21BA	1	Tuesday 11/24/2020	12/11/2020	Monday 01/04/2021	Monday 01/04/2021	1/8/2021
1/1/2021	1/14/2021	21BB	2	Thursday, December 17, 2020	1/4/2021	Friday 01/15/2021	Friday 01/15/2021	1/22/2021
1/15/2021	1/28/2021	21BC	1	Monday, January 4, 2021	1/15/2021	Friday 01/29/2021	Friday 01/29/2021	2/5/2021
1/29/2021	2/11/2021	21BD	2	Friday, January 15, 2021	1/29/2021	Friday 02/12/2021	Friday 02/12/2021	2/19/2021
2/12/2021	2/25/2021	21BE	1	Friday, January 29, 2021	2/12/2021	Friday 02/26/2021	Friday 02/26/2021	3/5/2021
2/26/2021	3/11/2021	21BF	2	Friday, February 12, 2021	2/26/2021	Friday 03/12/2021	Friday 03/12/2021	3/19/2021
3/12/2021	3/25/2021	21BG	1	Friday, February 26, 2021	3/12/2021	Friday 03/26/2021	Friday 03/26/2021	4/2/2021
3/26/2021	4/8/2021	21BH	2	Friday, March 12, 2021	3/26/2021	Friday 04/09/2021	Friday 04/09/2021	4/16/2021
4/9/2021	4/22/2021	21BI	3	Friday, March 26, 2021	4/9/2021	Friday 04/23/2021	Friday 04/23/2021	4/30/2021
4/23/2021	5/6/2021	21BJ	1	Friday, April 9, 2021	4/23/2021	Friday 05/07/2021	Friday 05/07/2021	5/14/2021
5/7/2021	5/20/2021	21BK	2	Friday, April 23, 2021	5/7/2021	Friday 05/21/2021	Friday 05/21/2021	5/28/2021
5/21/2021	6/3/2021	21BL	1	Friday, May 7, 2021	5/21/2021	Friday 06/04/2021	Friday 06/04/2021	6/11/2021
6/4/2021	6/17/2021	21BM	2	Friday, May 21, 2021	6/4/2021	Friday 06/18/2021	Friday 06/18/2021	6/25/2021
6/18/2021	7/1/2021	21BN	1	Friday, June 4, 2021	6/18/2021	Friday 07/02/2021	Friday 07/02/2021	7/9/2021
7/2/2021	7/15/2021	21BO	2	Monday, June 7, 2021	7/2/2021	Friday 07/16/2021	Friday 07/16/2021	7/23/2021
7/16/2021	7/29/2021	21BP	1	Friday, July 2, 2021	7/16/2021	Friday 07/30/2021	Friday 07/30/2021	8/6/2021
7/30/2021	8/12/2021	21BQ	2	Friday, July 16, 2021	7/30/2021	Friday 08/13/2021	Friday 08/13/2021	8/20/2021
8/13/2021	8/26/2021	21BR	1	Friday, July 30, 2021	8/13/2021	Friday 08/27/2021	Friday 08/27/2021	9/3/2021
8/27/2021	9/9/2021	21BS	2	Friday, August 13, 2021	8/27/2021	Friday 09/10/2021	Friday 09/10/2021	9/17/2021
9/10/2021	9/23/2021	21BT	1	Friday, August 27, 2021	9/10/2021	Friday 09/24/2021	Friday 09/24/2021	10/1/2021
9/24/2021	10/7/2021	21BU	2	Friday, September 10, 2021	9/24/2021	Friday 10/08/2021	Friday 10/08/2021	10/15/2021
10/8/2021	10/21/2021	21BV	3	Friday, September 24, 2021	10/8/2021	Friday 10/22/2021	Friday 10/22/2021	10/29/2021
10/22/2021	11/4/2021	21BW	1	Friday, October 8, 2021	10/22/2021	Friday 11/05/2021	Friday 11/05/2021	11/12/2021
11/5/2021	11/18/2021	21BX	2	Friday, October 22, 2021	11/5/2021	Tuesday 11/16/2021	Tuesday 11/16/2021	11/23/2021
11/19/2021	12/2/2021	21BY	1	Friday, November 5, 2021	11/19/2021	Friday 12/03/2021	Friday 12/03/2021	12/10/2021
12/3/2021	12/16/2021	21BZ	2	Tuesday, November 16, 2021	11/30/2021	Tuesday 12/14/2021	Tuesday 12/14/2021	12/23/2021
12/17/2021	12/30/2021	22BA	1	Tuesday, November 23, 2021	12/10/2021	Monday 01/03/2022	Monday 01/03/2022	1/7/2022
12/31/2021	1/13/2022	22BB	2	Friday, December 3, 2021	12/17/2021	Thursday 01/13/2022	Thursday 01/13/2022	1/21/2022
<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 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)								