

UNIVERSITY OF LOUISVILLE 2021 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	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	21MA	Thursday, December 17, 2020	1/4/2021	Friday, January 22, 2021	01/22/21	Friday, January 22, 2021	21	01/29/21
FEBRUARY	21MB	Friday, January 22, 2021	2/5/2021	Thursday, February 18, 2021	02/18/21	Thursday, February 18, 2021	20	02/26/21
MARCH	21MC	Friday, February 19, 2021	3/5/2021	Friday, March 19, 2021	03/19/21	Friday, March 19, 2021	23	03/30/21
APRIL	21MD	Friday, March 19, 2021	4/2/2021	Friday, April 16, 2021	04/16/21	Friday, April 16, 2021	22	04/30/21
MAY	21ME	Friday, April 16, 2021	4/30/2021	Friday, May 14, 2021	05/14/21	Friday, May 14, 2021	21	05/28/21
JUNE	21MF	Friday, May 14, 2021	5/28/2021	Tuesday, June 22, 2021	06/22/21	Tuesday, June 22, 2021	22	06/30/21
JULY	21MG	Monday, June 07, 2021	6/21/2021	Wednesday, July 21, 2021	07/21/21	Wednesday, July 21, 2021	22	07/30/21
AUGUST	21MH	Friday, July 16, 2021	7/30/2021	Friday, August 20, 2021	08/20/21	Friday, August 20, 2021	22	08/30/21
SEPTEMBER	21MI	Friday, August 20, 2021	9/3/2021	Friday, September 17, 2021	09/17/21	Friday, September 17, 2021	22	09/30/21
OCTOBER	21MJ	Friday, September 17, 2021	10/1/2021	Friday, October 15, 2021	10/15/21	Friday, October 15, 2021	21	10/29/21
NOVEMBER	21MK	Friday, October 1, 2021	10/15/2021	Wednesday, November 10, 2021	11/10/21	Wednesday, November 10, 2021	22	11/30/21
DECEMBER	21ML	Friday, October 29, 2021	11/12/2021	Wednesday, December 08, 2021	12/08/21	Wednesday, December 08, 2021	23	12/23/21
JANUARY	22MA	Monday, December 13, 2021	1/3/2021	Thursday, January 20, 2022	1/20/2022	Thursday, January 20, 2022	21	1/28/2022
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								