

## UNIVERSITY OF LOUISVILLE 2022 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	FUNDING FILE CURRENT PAY PERIOD
12/17/2021	12/30/2021	22BA	1	Tuesday, November 23, 2021	12/10/2021	Monday 01/03/2021	Monday 01/03/2021	1/7/2022	Monday 01/03/2021
12/31/2021	1/13/2022	22BB	2	Friday, December 3, 2021	12/17/2021	Friday 01/14/2022	Friday 01/14/2022	1/21/2022	Friday 01/14/2022
1/14/2022	1/27/2022	22BC	1	Friday, December 17, 2021	1/14/2022	Friday 01/28/2022	Friday 01/28/2022	2/4/2022	Friday 01/28/2022
1/28/2022	2/10/2022	22BD	2	Friday, January 14, 2022	1/28/2022	Friday 02/10/2022	Friday 02/10/2022	2/18/2022	Friday 02/10/2022
2/11/2022	2/24/2022	22BE	1	Friday, January 28, 2022	2/11/2022	Friday 02/25/2022	Friday 02/25/2022	3/4/2022	Friday 02/25/2022
2/25/2022	3/10/2022	22BF	2	Friday, February 11, 2022	2/25/2022	Friday 03/11/2022	Friday 03/11/2022	3/18/2022	Friday 03/11/2022
3/11/2022	3/24/2022	22BG	1	Friday, February 25, 2022	3/11/2022	Friday 03/25/2022	Friday 03/25/2022	4/1/2022	Friday 03/25/2022
3/25/2022	4/7/2022	22BH	2	Friday, March 11, 2022	3/25/2022	Friday 04/08/2022	Friday 04/08/2022	4/15/2022	Friday 04/08/2022
4/8/2022	4/21/2022	22BI	3	Friday, March 25, 2022	4/8/2022	Friday 04/22/2022	Friday 04/22/2022	4/29/2022	Friday 04/22/2022
4/22/2022	5/5/2022	22BJ	1	Friday, April 8, 2022	4/22/2022	Friday 05/06/2022	Friday 05/06/2022	5/13/2022	Friday 05/06/2022
5/6/2022	5/19/2022	22BK	2	Friday, April 22, 2022	5/6/2022	Friday 05/20/2022	Friday 05/20/2022	5/27/2022	Friday 05/20/2022
5/20/2022	6/2/2022	22BL	1	Friday, May 6, 2022	5/20/2022	Friday 06/03/2022	Friday 06/03/2022	6/10/2022	Friday 06/03/2022
6/3/2022	6/16/2022	22BM	2	Friday, May 20, 2022	6/3/2022	Friday 06/17/2022	Friday 06/17/2022	6/24/2022	Friday 06/17/2022
6/17/2022	6/30/2022	22BN	1	Friday, June 3, 2022	6/17/2022	Friday 07/01/2022	Friday 07/01/2022	7/8/2022	Thursday, June 23, 2022
7/1/2022	7/14/2022	22BO	2	Friday, June 17, 2022	7/1/2022	Friday 07/15/2022	Friday 7/15/2022	7/22/2022	Friday 07/15/2022
7/15/2022	7/28/2022	22BP	1	Friday, July 1, 2022	7/15/2022	Friday 07/29/2022	Friday 7/29/2022	8/5/2022	Friday 07/29/2022
7/29/2022	8/11/2022	22BQ	2	Friday, July 15, 2022	7/29/2022	Friday 8/12/2022	Friday 8/12/2022	8/19/2022	Friday 8/12/2022
8/12/2022	8/25/2022	22BR	1	Friday, July 29, 2022	8/12/2022	Friday 8/26/2022	Friday 8/26/2022	9/2/2022	Friday 8/26/2022
8/26/2022	9/8/2022	22BS	2	Friday, August 12, 2022	8/26/2022	Friday 9/9/2022	Friday 9/9/2022	9/16/2022	Friday 9/9/2022
9/9/2022	9/22/2022	22BT	3	Friday, August 26, 2022	9/9/2022	Friday 9/23/2022	Friday 9/23/2022	9/30/2022	Friday 9/23/2022
9/23/2022	10/6/2022	22BU	1	Friday, September 9, 2022	9/23/2022	Friday 10/07/2022	Friday 10/07/2022	10/14/2022	Friday 10/07/2022
10/7/2022	10/20/2022	22BV	2	Friday, September 23, 2022	10/7/2022	Friday 10/21/2022	Friday 10/21/2022	10/28/2022	Friday 10/21/2022
10/21/2022	11/3/2022	22BW	1	Friday, October 7, 2022	10/21/2022	Friday 11/04/2022	Friday 11/04/2022	11/11/2022	Friday 11/04/2022
11/4/2022	11/17/2022	22BX	2	Wednesday, October 19, 2022	11/2/2022	Wednesday 11/16/2022	Wednesday 11/16/2022	11/22/2022	Wednesday 11/16/2022
11/18/2022	12/1/2022	22BY	1	Friday, November 4, 2022	11/18/2022	Friday 12/2/2022	Friday 12/2/2022	12/9/2022	Friday 12/2/2022
12/2/2022	12/15/2022	22BZ	2	Friday, November 4, 2022	11/18/2022	Monday, 12/12/2022	Monday, 12/12/2022	12/23/2022	Monday, 12/12/2022
12/16/2022	12/31/2022	23BA	1	Payroll moves to WorkDay	11/18/2022	Payroll moves to WorkDay	Payroll moves to WorkDay	1/6/2023	Payroll moves to WorkDay

### 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 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.

### 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).