UNIVERSITY OF LOUISVILLE 2022 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 LOAD PAYLINES - BUS OPS 12-5:00	INDIVIDUAL TIME SHEETS DUE 8:00 AM	FUNDING FILE CURRENT PAY PERIOD	WORKDAYS PER PAY PERIOD	PAYDAY
JANUARY	22MA	Thursday, December 17, 2021	1/3/2022	Friday, January 21, 2022	01/21/22	Friday, January 21, 2022	21	01/28/22
FEBRUARY	22MB	Friday, January 21, 2022	2/4/2022	Friday, February 18, 2022	02/18/22	Friday, February 18, 2022	20	02/28/22
MARCH	22MC	Friday, February 18, 2022	3/4/2022	Friday, March 18, 2022	03/18/22	Friday, March 18, 2022	23	03/30/22
APRIL	22MD	Friday, March 18, 2022	4/1/2022	Friday, April 15, 2022	04/15/22	Friday, April 15, 2022	21	04/29/22
MAY	22ME	Friday, April 15, 2022	4/29/2022	Friday, May 13, 2022	05/13/22	Friday, May 13, 2022	22	05/27/22
JUNE	22MF	Thursday, May 19, 2022	6/3/2022	Thursday, June 23, 2022	06/23/22	Thursday, June 23, 2022	22	06/30/22
JULY	22MG	Thursday, June 16, 2022	7/1/2022	Friday July 22, 2022	07/22/22	Friday July 22, 2022	22	07/29/22
AUGUST	22MH	Friday, July 15, 2022	8/5/2022	Friday August 19, 2022	08/19/22	Friday August 19, 2022	23	08/30/22
SEPTEMBER	22MI	Thursday, August 18, 2022	9/2/2022	Friday September 16, 2022	09/16/22	Friday September 16, 2022	22	09/30/22
OCTOBER	22MJ	Thursday, September 15, 2022	9/30/2022	Friday October 14, 2022	10/14/22	Friday October 14,2022	21	10/28/22
NOVEMBER	22MK	Thursday, October 13, 2022	10/28/2022	Friday November 11, 2022	11/11/22	Friday November 11, 2022	22	11/30/22
DECEMBER	22ML	Thursday, November 3, 2022	11/18/2022	Friday December 8, 2022	12/08/22	Friday December 8, 2022	22	12/23/22

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 payline 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.