2023 BIWEEKLY PAYROLL PROCESSING CALENDAR

PAY PERIOD START DATE *Sunday*	PAY PERIOD END DATE *Saturday*	PAY RUN ID	DEDUCTION PERIOD	TIME ENTRY *Opens*	TIME ENTRY LOCK AND MANAGER TIME APPROVAL *submitt current changes/small timesheet NO later than NOON/12:00pm*	PAYROLL Complete (TUESDAY)	COSTING ALLOCATION *submit current changes*	PAYDAY	ADJUSTMENTS *unlocked*	TIME ENTRY *Close*
12/16/2022	12/31/2022	23BA	1			1/3/2023		1/6/2023	1/9/2023	3/14/2023
1/1/2023	**1/14/2023**	**23BB**	**2**	**1/1/2023**	**Monday, January 16, 2023**	**1/17/2023**	**Thursday, January 12, 2023**	**1/20/2023**	**1/19/2023**	**3/28/2023**
1/15/2023	1/28/2023	23BC	1	1/1/2023	Monday, January 30, 2023	1/31/2023	Thursday, January 26, 2023	2/3/2023	2/2/2023	4/11/2023
1/29/2023	2/11/2023	23BD	2	1/15/2023	Monday, February 13, 2023	2/14/2023	Thursday, February 9, 2023	2/17/2023	2/16/2023	4/25/2023
2/12/2023	2/25/2023	23BE	1	1/29/2023	Monday, February 27, 2023	2/28/2023	Thursday, February 23, 2023	3/3/2023	3/2/2023	5/9/2023
2/26/2023	3/11/2023	23BF	2	2/12/2023	Monday, March 13, 2023	3/14/2023	Thursday, March 9, 2023	3/17/2023	3/16/2023	5/23/2023
3/12/2023	3/25/2023	23BG	3	2/26/2023	Monday, March 27, 2023	3/28/2023	Thursday, March 23, 2023	3/31/2023	3/30/2023	6/6/2023
3/26/2023	4/8/2023	23BH	1	3/12/2023	Monday, April 10, 2023	4/11/2023	Thursday, April 6, 2023	4/14/202	4/13/2023	6/20/2023
4/9/2023	4/22/2023	23BI	2	3/26/2023	Monday, April 24, 2023	4/25/2023	Thursday, April 20, 2023	4/28/2023	4/27/2023	7/4/2023
4/23/2023	5/6/2023	23BJ	1	4/9/2023	Monday, May 8, 2023	5/9/2023	Thursday, May 4, 2023	5/12/2023	5/11/2023	7/18/2023
5/7/2023	5/20/2023	23BK	2	4/23/2023	Monday, May 22, 2023	5/23/2023	Thursday, May 18, 2023	5/26/2023	5/25/2023	8/1/2023
5/21/2023	6/3/2023	23BL	1	5/7/2023	Monday, June 5, 2023	6/6/2023	Thursday, June 1, 2023	6/9/2023	6/8/2023	8/15/2023
6/4/2023	6/17/2023	23BM	2	5/21/2023	Monday, June 19, 2023	6/20/2023	Thursday, June 15, 2023	6/23/2023	6/22/2023	8/29/2023
6/18/2023	**7/1/2023**	**23BN**	**1**	**6/4/2023**	**Monday, July 3, 2023**	**7/3/2023**	**Thursday, June 29, 2023**	**7/7/2023**	**7/6/2023**	**9/12/2023**
7/2/2023	7/15/2023	23BO	2	6/18/2023	Monday, July 17, 2023	7/18/2023	Thursday, July 13, 2023	7/21/2023	7/20/2023	9/26/2023
7/16/2023	7/29/2023	23BP	1	7/2/2023	Monday, July 31, 2023	8/1/2023	Thursday, July 27, 2023	8/4/2023	8/3/2023	10/10/2023
7/30/2023	8/12/2023	23BQ	2	7/13/2023	Monday, August 14, 2023	8/15/2023	Thursday, August 10, 2023	8/18/2023	8/17/2023	10/24/2023
8/13/2023	8/26/2023	23BR	1	7/30/2023	Monday, August 28, 2023	8/29/2023	Thursday, August 24, 2023	9/1/2023	8/31/2023	11/7/2023
8/27/2023	9/9/2023	23BS	2	8/13/2023	Monday, September 11, 2023	9/12/2023	Thursday, September 7, 2023	9/15/2023	9/14/2023	11/21/2023
9/10/2023	9/23/2023	23BT	3	8/27/2023	Monday, September 25, 2023	9/26/2023	Thursday, September 21, 2023	9/29/2023	9/28/2023	12/5/2023
9/24/2023	10/7/2023	23BU	1	9/10/2023	Monday, October 9, 2023	10/10/2023	Thursday, October 5, 2023	10/13/2023	10/12/2023	12/19/2023
10/8/2023	10/21/2023	23BV	2	9/24/2023	Monday, October 23, 2023	10/24/2023	Thursday, October 19, 2023	10/27/2023	10/26/2023	1/2/2024
10/22/2023	**11/4/2023**	**23BW**	**1**	**10/8/2023**	**Monday, November 6, 2023**	**11/6/2023**	**Thursday, November 2, 2023**	**11/9/2023**	**11/9/2023**	**1/16/2024**
11/5/2023	**11/18/2023**	**23BX**	**2**	**10/22/2023**	**Thursday, November 16, 2023**	**11/16/2023**	**Monday, November 13, 2023**	**11/21/2023**	**11/17/2023**	**1/30/2024**
11/19/2023	12/2/2023	23BY	1	11/5/2023	Monday, December 4, 2023	12/5/2023	Thursday, November 30, 2023	12/8/2023	12/6/2023	2/13/2024
12/3/2023	**12/16/2023**	**23BZ**	**2**	**11/19/2023**	**Thursday, December 14, 2023**	**12/14/2023**	**Tuesday, December 12, 2023**	**12/22/2023**	**12/16/2023**	**2/27/2024**
12/17/2023	**12/30/2023**	**24BA**	**1**	**12/3/2023**	**Tuesday, January 2, 2024**	**1/2/2024**	**Thursday, December 28, 2023**	**1/5/2024**	**1/4/2024**	**3/12/2024**

BIWEEKLY PAYROLL PROCESSING:

▪Payrolls are processed by Payroll Services on the Tuesday following the close of the pay period. Hourly payrolls are processed every other week (biweekly).

GENERAL NOTES:

▪If date is in red the time entry lock will occur at 10AM.

▪Items highlighted in yellow indidates processing dates which have been moved forward to incorporate University holidays or fiscal year-end processing requirements.

▪Cutoff Deadlines are subject to change.

▪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 (3) processing period each month.

▪Biweekly payroll periods start at midnight on Sunday and end two (2) weeks later at midnight on Saturday. Payday is the following Friday.

▪Funding change files are due two (2) business days prior to time entry lock.

▪Transactions which cannot be handled through the electronic payline data entry system should be entered on an indiviudal biweekly time report and delivered to *Payroll Services* by 8:00AM on the Monday of the week in which payroll is being processed.

** December process schedule subject to change, updates are communicated through UofL Today and emails UBM & LFO distribution lists.

Questions? Please contact Payroll Services at 502/852-2978 or payroll@louisville.edu.