

UNIVERSITY OF LOUISVILLE 2023 BIWEEKLY PAYROLL UNIT BUSINESS ADMINISTRATOR CALENDAR

Sunday PAY PERIOD START DATE	Saturday PAY PERIOD END DATE	PAY RUN ID	DEDUCTION PERIOD	TIME ENTRY OPENS	TIME ENTRY LOCK AND MANAGER TIME APPROVAL SMALL TIMESHEET NOON DEADLINE	COMPLETE PAYROLL (TUESDAY)	COSTING	PAYDAY	UNLOCK FOR ADJUSTMENTS	CLOSE TIME ENTRY
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	4/14/2023	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	11/17/2023	Tuesday, November 14, 2023	11/22/2023	11/18/2023	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	Wednesday, December 13, 2023	12/15/2023	Tuesday, December 12, 2023	12/22/2023	12/16/2023	2/27/2024
12/17/2023	12/30/2023	24BA	1	12/3/2023	Monday, January 1, 2024	1/2/2024	Thursday, December 28, 2023	1/5/2024	1/4/2024	3/12/2024

GENERAL NOTES:

- > CUTOFF DEADLINES ARE SUBJECT TO CHANGE
- > 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 SUNDAY AND END TWO WEEKS LATER AT MIDNIGHT ON SATURDAY. PAYDAY IS THE FOLLOWING FRIDAY
- > FUNDING CHANGE FILES ARE DUE TWO BUSINESS DAYS PRIOR TO TIME ENTRY LOCK
- > 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 TUESDAY FOLLOWING THE CLOSE OF THE PAY PERIOD. HOURLY PAYROLLS ARE PROCESSED EVERY OTHER WEEK (BIWEEKLY)