

2024 BIWEEKLY PAYROLL PROCESSING CALENDAR

PAY PERIOD START DATE <i>Sunday</i>	PAY PERIOD END DATE <i>Saturday</i>	PAY RUN ID	DEDUCTION PERIOD	TIME ENTRY <i>Opens</i>	TIME ENTRY LOCK AND MANAGER TIME APPROVAL <i>NOON/12:00pm</i>	PAYROLL <i>completed</i> <i>(MONDAY)</i>	COSTING ALLOCATION and JDC Updates <i>submit current changes</i>	PAYDAY	Time Entry Adjustments <i>unlocked at 6am</i>	TIME ENTRY <i>Close</i>
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	1/3/2024	3/12/2024
12/31/2023	1/13/2024	24BB	2	12/17/2023	Tuesday, January 16, 2024	1/16/2024	Thursday, January 11, 2024	1/19/2024	1/17/2024	3/26/2024
1/14/2024	1/27/2024	24BC	1	12/31/2023	Monday, January 29, 2024	1/29/2024	Thursday, January 25, 2024	2/2/2024	1/30/2024	4/9/2024
1/28/2024	2/10/2024	24BD	2	1/14/2024	Monday, February 12, 2024	2/12/2024	Thursday, February 8, 2024	2/16/2024	2/13/2024	4/23/2024
2/11/2024	2/24/2024	24BE	1	1/28/2024	Monday, February 26, 2024	2/26/2024	Thursday, February 22, 2024	3/1/2024	2/27/2024	5/7/2024
2/25/2024	3/9/2024	24BF	2	2/11/2024	Monday, March 11, 2024	3/11/2024	Thursday, March 7, 2024	3/15/2024	3/12/2024	5/21/2024
3/10/2024	3/23/2024	24BG	3	2/25/2024	Monday, March 25, 2024	3/25/2024	Thursday, March 21, 2024	3/29/2024	3/26/2024	6/4/2024
3/24/2024	4/6/2024	24BH	1	3/10/2024	Monday, April 8, 2024	4/8/2024	Thursday, April 4, 2024	4/12/2024	4/9/2024	6/18/2024
4/7/2024	4/20/2024	24BI	2	3/24/2024	Monday, April 22, 2024	4/22/2024	Thursday, April 18, 2024	4/26/2024	4/23/2024	7/2/2024
4/21/2024	5/4/2024	24BJ	1	4/7/2024	Monday, May 6, 2024	5/6/2024	Thursday, May 2, 2024	5/10/2024	5/7/2024	7/16/2024
5/5/2024	5/18/2024	24BK	2	4/21/2024	Monday, May 20, 2024	5/20/2024	Thursday, May 16, 2024	5/24/2024	5/21/2024	7/30/2024
5/19/2024	6/1/2024	24BL	1	5/5/2024	Monday, June 3, 2024	6/3/2024	Thursday, May 30, 2024	6/7/2024	6/4/2024	8/13/2024
6/2/2024	6/15/2024	24BM	2	5/19/2024	Monday, June 17, 2024	6/17/2024	Thursday, June 13, 2024	6/21/2024	6/18/2024	8/27/2024
6/16/2024	6/29/2024	24BN	1	6/2/2024	Monday, July 1, 2024	7/1/2024	Thursday, June 27, 2024	7/5/2024	7/2/2024	9/10/2024
6/30/2024	7/13/2024	24BO	2	6/16/2024	Monday, July 15, 2024	7/15/2024	Thursday, July 11, 2024	7/19/2024	7/16/2024	9/24/2024
7/14/2024	7/27/2024	24BP	1	6/30/2024	Monday, July 29, 2024	7/29/2024	Thursday, July 25, 2024	8/2/2024	7/30/2024	10/8/2024
7/28/2024	8/10/2024	24BQ	2	7/14/2024	Monday, August 12, 2024	8/12/2024	Thursday, August 8, 2024	8/16/2024	8/13/2024	10/22/2024
8/11/2024	8/24/2024	24BR	3	7/28/2024	Monday, August 26, 2024	8/26/2024	Thursday, August 22, 2024	8/30/2024	8/27/2024	11/5/2024
8/25/2024	9/7/2024	24BS	1	8/11/2024	Monday, September 9, 2024	9/9/2024	Thursday, September 5, 2024	9/13/2024	9/10/2024	11/19/2024
9/8/2024	9/21/2024	24BT	2	8/25/2024	Monday, September 23, 2024	9/23/2024	Thursday, September 19, 2024	9/27/2024	9/24/2024	12/3/2024
9/22/2024	10/5/2024	24BU	1	9/8/2024	Monday, October 7, 2024	10/7/2024	Thursday, October 3, 2024	10/11/2024	10/8/2024	12/17/2024
10/6/2024	10/19/2024	24BV	2	9/22/2024	Monday, October 21, 2024	10/21/2024	Thursday, October 17, 2024	10/25/2024	10/22/2024	12/31/2024
10/20/2024	11/2/2024	24BW	1	10/6/2024	Monday, November 4, 2024	11/4/2024	Thursday, October 31, 2024	11/8/2024	11/5/2024	1/14/2025
11/3/2024	11/16/2024	24BX	2	10/20/2024	Monday, November 18, 2024	11/18/2024	Thursday, November 14, 2024	11/22/2024	11/19/2024	1/28/2025
11/17/2024	11/30/2024	24BY	1	11/3/2024	Monday, December 2, 2024	12/2/2024	Thursday, November 28, 2024	12/6/2024	12/3/2024	2/11/2025
12/1/2024	12/14/2024	24BZ	2	11/17/2024	Monday, December 16, 2024	12/16/2024	Thursday, December 12, 2024	12/20/2024	12/17/2024	2/25/2025
12/15/2024	12/28/2024	25BA	1	12/1/2024	Monday, December 30, 2024	12/30/2024	Tuesday, December 17, 2024	1/3/2025	12/31/2024	3/11/2025

BIWEEKLY PAYROLL PROCESSING:

•Payrolls are processed by Payroll Services on the Monday 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 indicates that this payroll occurs during the 2024 Winter Break. The payroll will be processed on the normal processing days. For the last payroll of 2024, 24BZ, **All time MUST be Entered, Submitted, and Approved by 4PM Friday, December 13th.** If you have an employee that works Friday evening or on Saturday, December 14th, they will need to estimate their time. For the first payroll of 2025, 25BA, **All time MUST be Entered, Submitted, and Approved by NOON Monday, December 30th.**

•Cutoff Deadlines are subject to change.

•Biweekly payroll deductions for University Club dues and Parking Permits are collected only on the first check date for each month.

•Biweekly payroll deductions for Health and Dental insurance are NOT collected during the third (3) check date for 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.

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

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