

## University of Louisville 2026 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>
12/14/2025	12/27/2025	26BA	1	11/30/2025	Monday, December 29, 2025	12/29/2025	Wednesday, December 10, 2025	1/2/2026	12/30/2025	3/28/2026
12/28/2025	1/10/2026	26BB	2	12/14/2025	Monday, January 12, 2026	1/12/2026	Wednesday, December 24, 2025	1/16/2026	1/13/2026	4/11/2026
1/11/2026	1/24/2026	26BC	3	12/28/2025	Monday, January 26, 2026	1/26/2026	Wednesday, January 7, 2026	1/30/2026	1/27/2026	4/25/2026
1/25/2026	2/7/2026	26BD	1	1/11/2026	Monday, February 9, 2026	2/9/2026	Wednesday, January 21, 2026	2/13/2026	2/10/2026	5/9/2026
2/8/2026	2/21/2026	26BE	2	1/25/2026	Monday, February 23, 2026	2/23/2026	Wednesday, February 4, 2026	2/27/2026	2/24/2026	5/23/2026
2/22/2026	3/7/2026	26BF	1	2/8/2026	Monday, March 9, 2026	3/9/2026	Wednesday, February 18, 2026	3/13/2026	3/10/2026	6/6/2026
3/8/2026	3/21/2026	26BG	2	2/22/2026	Monday, March 23, 2026	3/23/2026	Wednesday, March 4, 2026	3/27/2026	3/24/2026	6/20/2026
3/22/2026	4/4/2026	26BH	1	3/8/2026	Monday, April 6, 2026	4/6/2026	Wednesday, March 18, 2026	4/10/2026	4/7/2026	7/4/2026
4/5/2026	4/18/2026	26BI	2	3/22/2026	Monday, April 20, 2026	4/20/2026	Wednesday, April 1, 2026	4/24/2026	4/21/2026	7/18/2026
4/19/2026	5/2/2026	26BJ	1	4/5/2026	Monday, May 4, 2026	5/4/2026	Wednesday, April 15, 2026	5/8/2026	5/5/2026	8/1/2026
5/3/2026	5/16/2026	26BK	2	4/19/2026	Monday, May 18, 2026	5/18/2026	Wednesday, April 29, 2026	5/22/2026	5/19/2026	8/15/2026
5/17/2026	5/30/2026	26BL	1	5/3/2026	Monday, June 1, 2026	6/1/2026	Wednesday, May 13, 2026	6/5/2026	6/2/2026	8/29/2026
5/31/2026	6/13/2026	26BM	2	5/17/2026	Monday, June 15, 2026	6/15/2026	Wednesday, May 27, 2026	6/18/2026	6/16/2026	9/12/2026
6/14/2026	6/27/2026	26BN	1	5/31/2026	Monday, June 29, 2026	6/29/2026	Wednesday, June 10, 2026	7/2/2026	6/30/2026	9/26/2026
6/28/2026	7/11/2026	26BO	2	6/14/2026	Monday, July 13, 2026	7/13/2026	Wednesday, June 24, 2026	7/17/2026	7/14/2026	10/10/2026
7/12/2026	7/25/2026	26BP	1	6/28/2026	Monday, July 27, 2026	7/27/2026	Wednesday, July 8, 2026	7/31/2026	7/28/2026	10/24/2026
7/26/2026	8/8/2026	26BQ	2	7/12/2026	Monday, August 10, 2026	8/10/2026	Wednesday, July 22, 2026	8/14/2026	8/11/2026	11/7/2026
8/9/2026	8/22/2026	26BR	3	7/26/2026	Monday, August 24, 2026	8/24/2026	Wednesday, August 5, 2026	8/28/2026	8/25/2026	11/21/2026
8/23/2026	9/5/2026	26BS	1	8/9/2026	Tuesday, September 8, 2026	9/8/2026	Wednesday, August 19, 2026	9/11/2026	9/9/2026	12/5/2026
9/6/2026	9/19/2026	26BT	2	8/23/2026	Monday, September 21, 2026	9/21/2026	Wednesday, September 2, 2026	9/25/2026	9/22/2026	12/19/2026
9/20/2026	10/3/2026	26BU	1	9/6/2026	Monday, October 5, 2026	10/5/2026	Wednesday, September 16, 2026	10/9/2026	10/6/2026	1/2/2027
10/4/2026	10/17/2026	26BV	2	9/20/2026	Monday, October 19, 2026	10/19/2026	Wednesday, September 30, 2026	10/23/2026	10/20/2026	1/16/2027
10/18/2026	10/31/2026	26BW	1	10/4/2026	Monday, November 2, 2026	11/2/2026	Wednesday, October 14, 2026	11/6/2026	11/3/2026	1/30/2027
11/1/2026	11/14/2026	26BX	2	10/18/2026	Monday, November 16, 2026	11/16/2026	Wednesday, October 28, 2026	11/20/2026	11/17/2026	2/13/2027
11/15/2026	11/28/2026	26BY	1	11/1/2026	Monday, November 30, 2026	11/30/2026	Wednesday, November 11, 2026	12/4/2026	12/1/2026	2/27/2027
11/29/2026	12/12/2026	26BZ	2	11/15/2026	Monday, December 14, 2026	12/14/2026	Wednesday, December 10, 2025	12/18/2026	12/15/2026	3/13/2027
12/13/2026	12/26/2026	26BZ2	3	11/29/2026	Thursday, December 17, 2026	12/17/2026	Wednesday, December 10, 2025	12/31/2026	12/18/2026	3/27/2027

### BIWEEKLY PAYROLL PROCESSING:

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

### GENERAL NOTES:

•Items highlighted in orange is a change to the check date or processing date, including date timesheets are locked, due to a Federal Holiday

•Items highlighted in yellow indicates that this payroll includes Holiday pay for the 2025 Winter Break. The payroll will be processed on the normal processing days. **Do NOT** enter any Holiday Hours

•Item highlighted in red, Pay Run ID 26BZ2, indicates that this payroll includes Holiday pay for the 2026 Winter Break. This payroll will be processed before Winter Break and will be paid on Thursday December 31st. **Payroll will update the Holiday Hours for Winter Break on Thursday 12/17/26. Do Not enter any holiday hours for Winter Break in the timesheets only enter any estimated worked hours.**

•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.