2022 UGA Practitioner Payroll Processing Schedule
Monthly On Cycle Payroll Schedule

Pay Period Begin Date	Pay Period End Date	HR/Payroll Deadline*	Paysheets created by 11am *** (Validate Monthly Pay query)	Mgr Leave/Time Approval by 9am **	OneUSG Confirm Date	Pay Date	Pay Run Id
01/01/22	01/31/22	01/13/22	01/19/22	01/20/22	01/21/22	01/31/22	21M1
02/01/22	02/28/22	02/10/22	02/16/22	02/17/22	02/18/22	02/28/22	22M1
03/01/22	03/31/22	03/18/22	03/24/22	03/25/22	03/28/22	03/31/22	23M1
04/01/22	04/30/22	04/18/22	04/22/22	04/25/22	04/26/22	04/29/22	24M1
05/01/22	05/31/22	05/17/22	05/23/22	05/24/22	05/25/22	05/31/22	25M1
06/01/22	06/30/22	06/16/22	06/22/22	06/23/22	06/24/22	06/30/21	26M1
07/01/22	07/31/22	07/14/22	07/20/22	07/21/22	07/22/22	07/29/22	27M1
08/01/22	08/31/22	08/18/22	08/24/22	08/25/22	08/26/22	08/31/22	28M1
09/01/22	09/30/22	09/19/22	09/23/22	09/26/22	09/27/22	09/30/22	29M1
10/01/22	10/31/22	10/18/22	10/24/22	10/25/22	10/26/22	10/31/22	2OM1
11/01/22	11/30/22	11/15/22	11/21/22	11/22/22	11/23/22	11/30/22	2NM1
12/01/22	12/31/22	12/13/22	12/19/22	12/20/22	12/21/22	12/30/22	2DM1

HR/Payroll Deadline - All HR/Payroll information for employees should be entered into OneUSG Connect in order to analyze reports prior to payroll processing.

* NOTE:
1) Units must submit STAFF hiring proposals via UGAJobs 10 business days prior to the HR/Payroll deadline.
2) Units must submit FACULTY hiring proposals via UGAJobs at least 45 business days prior to the employee's hire date.
** Changes in funding must be fully approved one business day prior to the Mgr Leave/Time Approval deadline for these to take place for the pay period.
*** Information on query will show after pay sheet creation has completed. This process starts at 9am and takes approx. 2 hours.

Early deadline/pay date due to holiday