

2019 UGA Practitioner Payroll Processing Schedule

Monthly On Cycle Payroll Schedule

Pay Period Begin Date	Pay Period End Date	HR/Payroll Deadline*	Paysheets created 9am (Validate Monthly Pay query)	Mgr Leave/Time Approval by 9am **	OneUSG Confirm Date	Pay Date	Pay Run Id
01/01/19	01/31/19	01/17/19	01/23/19	1/24/19	1/25/2019	01/31/19	91M1
02/01/19	02/28/19	02/14/19	02/20/19	2/21/19	2/22/2019	02/28/19	92M1
03/01/19	03/31/19	03/14/19	03/20/19	03/21/19	3/22/2019	03/29/19	93M1
04/01/19	04/30/19	04/17/19	04/23/19	4/24/19	4/25/2019	04/30/19	94M1
05/01/19	05/31/19	05/17/19	05/23/19	5/24/19	5/28/2019	05/31/19	95M1
06/01/19	06/30/19	06/13/19	06/19/19	6/20/19	6/21/2019	06/28/19	96M1
07/01/19	07/31/19	07/18/19	07/24/19	7/25/19	7/26/2019	07/31/19	97M1
08/01/19	08/31/19	08/15/19	08/21/19	8/22/19	8/23/2019	08/30/19	98M1
09/01/19	09/30/19	09/12/19	09/18/19	9/19/19	9/20/2019	09/30/19	99M1
10/01/19	10/31/19	10/18/19	10/24/19	10/25/19	10/28/2019	10/31/19	90M1
11/01/19	11/30/19	11/13/19	11/21/19	11/22/19	11/25/2019	11/29/19	9NM1
12/01/19	12/31/19	12/12/19	12/18/19	12/19/19	12/20/2019	12/31/19	9DM1
<p><u>HR/Payroll Deadline</u> - All HR/Payroll information for employees should be entered into OneUSG Connect in order to analyze reports prior to payroll processing.</p>							
<p>* NOTE:</p> <p>1) Units must submit STAFF hiring proposals via UGAJobs 10 business days prior to the HR/Payroll deadline.</p> <p>2) Units must submit FACULTY hiring proposals via UGAJobs at least 45 business days prior to the employee's hire date.</p> <p>** 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.</p>							
	Early cutoff						
	Early processing dates due to blackout dates for Augusta University's OneUSG Connect implementation						