

2021 UGA Practitioner Payroll Processing Schedule

Bi-Weekly On Cycle Payroll Schedule

Pay Period Begin Date	Pay Period End Date	HR/Payroll Deadline*	Mgr Absence/Time Approval by 10am **	OneUSG Confirm Date	Pay Date	Pay Run ID
12/27/20	01/09/21	01/04/21	01/11/21	01/12/21	01/15/21	11B1
01/10/21	01/23/21	01/19/21	01/25/21	01/26/21	01/29/21	11B2
01/24/21	02/06/21	02/01/21	02/08/21	02/09/21	02/12/21	12B1
02/07/21	02/20/21	02/15/21	02/22/21	02/23/21	02/26/21	12B2
02/21/21	03/06/21	03/01/21	03/08/21	03/09/21	03/12/21	13B1
03/07/21	03/20/21	03/15/21	03/22/21	03/23/21	03/26/21	13B2
03/21/21	04/03/21	03/29/21	04/05/21	04/06/21	04/09/21	14B1
04/04/21	04/17/21	04/12/21	04/19/21	04/20/21	04/23/21	14B2
04/18/21	05/01/21	04/26/21	05/03/21	05/04/21	05/07/21	15B1
05/02/21	05/15/21	05/10/21	05/17/21	05/18/21	05/21/21	15B2
05/16/21	05/29/21	05/24/21	05/28/21	06/01/21	06/04/21	16B1
05/30/21	06/12/21	06/07/21	06/14/21	06/15/21	06/18/21	16B2
06/13/21	06/26/21	06/21/21	06/28/21	06/29/21	07/02/21	17B1
06/27/21	07/10/21	07/06/21	07/12/21	07/13/21	07/16/21	17B2
07/11/21	07/24/21	07/19/21	07/26/21	07/27/21	07/30/21	17B3
07/25/21	08/07/21	08/02/21	08/09/21	08/10/21	08/13/21	18B1
08/08/21	08/21/21	08/16/21	08/23/21	08/24/21	08/27/21	18B2
08/22/21	09/04/21	08/30/21	09/03/21	09/07/21	09/10/21	19B1
09/05/21	09/18/21	09/13/21	09/20/21	09/21/21	09/24/21	19B2
09/19/21	10/02/21	09/27/21	10/04/21	10/05/21	10/08/21	10B1
10/03/21	10/16/21	10/11/21	10/18/21	10/19/21	10/22/21	10B2
10/17/21	10/30/21	10/25/21	11/01/21	11/02/21	11/05/21	1NB1
10/31/21	11/13/21	11/08/21	11/15/21	11/16/21	11/19/21	1NB2
11/14/21	11/27/21	11/22/21	11/29/21	11/30/21	12/03/21	1DB1
11/28/21	12/11/21	12/06/21	12/13/21	12/14/21	12/17/21	1Db2
12/12/21	12/25/21	12/20/21	12/23/21	12/28/21	12/31/21	1DB3

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) Changes in funding must be fully approved one business day prior to the Mgr Absence/ MgrTime Approval deadline for these to take place for the pay period.

** NOTE: 1) Biweekly leave accruals are added on this date and are available for use any date within this pay period.

Early deadline/pay date due to holiday

Biweekly leave accruals post by 5pm, this accrual is for prior month

