

# 2021 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
01/01/21	01/31/21	01/14/21	01/20/21	01/21/21	01/22/21	01/29/21	11M1
02/01/21	02/28/21	02/11/21	02/17/21	02/18/21	02/19/21	02/26/21	12M1
03/01/21	03/31/21	03/18/21	03/24/21	03/25/21	03/26/21	03/31/21	13M1
04/01/21	04/30/21	04/19/21	04/23/21	04/26/21	04/27/21	04/30/21	14M1
05/01/21	05/31/21	05/17/21	05/21/21	05/24/21	05/25/21	05/28/21	15M1
06/01/21	06/30/21	06/17/21	06/23/21	06/24/21	06/25/21	06/30/21	16M1
07/01/21	07/31/21	07/15/21	07/21/21	07/22/21	07/23/21	07/30/21	17M1
08/01/21	08/31/21	08/18/21	08/24/21	08/25/21	08/26/21	08/31/21	18M1
09/01/21	09/30/21	09/17/21	09/23/21	09/24/21	09/27/21	09/30/21	19M1
10/01/21	10/31/21	10/18/21	10/22/21	10/25/21	10/26/21	10/29/21	10M1
11/01/21	11/30/21	11/16/21	11/22/21	11/23/21	11/24/21	11/30/21	1NM1
12/01/21	12/31/21	12/14/21	12/20/21	12/21/21	12/22/21	12/31/21	1DM1

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