

2023 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	Working Days in Month	Pay Run Id
01/01/23	01/31/23	01/12/23	01/18/23	01/19/23	01/20/23	01/31/23	22	31M1
02/01/23	02/28/23	02/09/23	02/15/23	02/16/23	02/17/23	02/28/23	20	32M1
03/01/23	03/31/23	03/20/23	03/24/23	03/27/23	03/28/23	03/31/23	23	33M1
04/01/23	04/30/23	04/17/23	04/21/23	04/24/23	04/25/23	04/28/23	20	34M1
05/01/23	05/31/23	05/17/23	05/23/23	05/24/23	05/25/23	05/31/23	23	35M1
06/01/23	06/30/23	06/15/23	06/21/23	06/22/23	06/23/23	06/30/23	22	36M1
07/01/23	07/31/23	07/13/23	07/19/23	07/20/23	07/21/23	07/31/23	21	37M1
08/01/23	08/31/23	08/18/23	08/24/23	08/25/23	08/28/23	08/31/23	23	38M1
09/01/23	09/30/23	09/18/23	09/22/23	09/25/23	09/26/23	09/29/23	21	39M1
10/01/23	10/31/23	10/18/23	10/24/23	10/25/23	10/26/23	10/31/23	22	30M1
11/01/23	11/30/23	11/14/23	11/20/23	11/21/23	11/22/23	11/30/23	22	3NM1
12/01/23	12/31/23	12/12/23	12/18/23	12/19/23	12/20/23	12/29/23	21	3DM1

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