

2024 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
12/24/23	01/06/24	01/02/24	01/08/24	01/09/24	01/12/24	41B1
01/07/24	01/20/24	01/16/24	01/22/24	01/23/24	01/26/24	41B2
01/21/24	02/03/24	01/30/24	02/05/24	02/06/24	02/09/24	42B1
02/04/24	02/17/24	02/13/24	02/19/24	02/20/24	02/23/24	42B2
02/18/24	03/02/24	02/27/24	03/04/24	03/05/24	03/08/24	43B1
03/03/24	03/16/24	03/12/24	03/18/24	03/19/24	03/22/24	43B2
03/17/24	03/30/24	03/26/24	04/01/24	04/02/24	04/05/24	44B1
03/31/24	04/13/24	04/09/24	04/15/24	04/16/24	04/19/24	44B2
04/14/24	04/27/24	04/23/24	04/29/24	04/30/24	05/03/24	45B1
04/28/24	05/11/24	05/07/24	05/13/24	05/14/24	05/17/24	45B2
05/12/24	05/25/24	05/20/24	05/24/24	05/28/24	05/31/24	45B3
05/26/24	06/08/24	06/04/24	06/10/24	06/11/24	06/14/24	46B1
06/09/24	06/22/24	06/18/24	06/24/24	06/25/24	06/28/24	46B2
06/23/24	07/06/24	07/02/24	07/08/24	07/09/24	07/12/24	47B1
07/07/24	07/20/24	07/16/24	07/22/24	07/23/24	07/26/24	47B2
07/21/24	08/03/24	07/30/24	08/05/24	08/06/24	08/09/24	48B1
08/04/24	08/17/24	08/13/24	08/19/24	08/20/24	08/23/24	48B2
08/18/24	08/31/24	08/26/24	08/30/24	09/03/24	09/06/24	49B1
09/01/24	09/14/24	09/10/24	09/16/24	09/17/24	09/20/24	49B2
09/15/24	09/28/24	09/24/24	09/30/24	10/01/24	10/04/24	40B1
09/29/24	10/12/24	10/08/24	10/14/24	10/15/24	10/18/24	40B2
10/13/24	10/26/24	10/22/24	10/28/24	10/29/24	11/01/24	4NB1
10/27/24	11/09/24	11/05/24	11/11/24	11/12/24	11/15/24	4NB2
11/10/24	11/23/24	11/18/24	11/22/24	11/25/24	11/29/24	4NB3
11/24/24	12/07/24	12/03/24	12/09/24	12/10/24	12/13/24	4DB1
12/08/24	12/21/24	12/16/24	12/20/24	12/23/24	12/27/24	4DB2
12/22/24	01/04/25	12/24/24	01/06/25	01/07/25	01/10/25	51B1

HR/Payroll Deadline - All HR/Payroll information for employees should be entered into OneUSG Connect and fully approved through the departmental and central workflow by this deadline.

*** 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.
 - 3) Biweekly leave accruals are added on this date and are available for use any date within this pay period.
 - 4) Deduction/Adjustment Submission Deadline is on the HR/Payroll Deadline.
- Additional Pay/Special Pay Requests must be fully approved and at Payroll's level by this deadline.

	Early deadline/pay date due to holiday
	Biweekly leave accruals post by 5pm, this accrual is for prior month
	3rd Biweekly Pay Run