

# 2024 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 |
|-----------------------|---------------------|----------------------|--|-----------------------------------|---------------------|----------|-----------------------|------------|
| 01/01/24              | 01/31/24            | 01/18/24             | 01/24/24   | 01/25/24                          | 01/26/24            | 01/31/24 | 23                    | 41M1       |
| 02/01/24              | 02/29/24            | 02/15/24             | 02/21/24   | 02/22/24                          | 02/23/24            | 02/29/24 | 21                    | 42M1       |
| 03/01/24              | 03/31/24            | 03/15/24             | 03/21/24   | 03/22/24                          | 03/25/24            | 03/29/24 | 21                    | 43M1       |
| 04/01/24              | 04/30/24            | 04/17/24             | 04/23/24   | 04/24/24                          | 04/25/24            | 04/30/24 | 22                    | 44M1       |
| 05/01/24              | 05/31/24            | 05/15/24             | 05/21/24   | 05/22/24                          | 05/23/24            | 05/31/24 | 23                    | 45M1       |
| 06/01/24              | 06/30/24            | 06/12/24             | 06/18/24   | 06/20/24                          | 06/21/24            | 06/28/24 | 20                    | 46M1       |
| 07/01/24              | 07/31/24            | 07/18/24             | 07/24/24   | 07/25/24                          | 07/26/24            | 07/31/24 | 23                    | 47M1       |
| 08/01/24              | 08/31/24            | 08/15/24             | 08/22/24   | 08/23/24                          | 08/26/24            | 08/30/24 | 22                    | 48M1       |
| 09/01/24              | 09/30/24            | 09/17/24             | 09/23/24   | 09/24/24                          | 09/25/24            | 09/30/24 | 21                    | 49M1       |
| 10/01/24              | 10/31/24            | 10/17/24             | 10/23/24   | 10/24/24                          | 10/25/24            | 10/31/24 | 23                    | 40M1       |
| 11/01/24              | 11/30/24            | 11/13/24             | 11/19/24   | 11/20/24                          | 11/21/24            | 11/29/24 | 21                    | 4NM1       |
| 12/01/24              | 12/31/24            | 12/11/24             | 12/17/24   | 12/18/24                          | 12/19/24            | 12/31/24 | 22                    | 4DM1       |

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) Units must submit FACULTY hiring proposals via UGAJobs at least 45 business days prior to the employee's hire date.
  - 3) 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.
  - 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.
- \*\*\* Information on Validate Monthly Pay query will show after pay sheet creation has completed. This process starts at 9am and takes approx. 2 hours.

Early deadline/pay date