

2025 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
12/22/24	01/04/25	12/23/24	01/06/25	01/07/25	01/10/25	51B1
01/05/25	01/18/25	01/13/25	01/17/25	01/21/25	01/24/25	51B2
01/19/25	02/01/25	01/28/25	02/03/25	02/04/25	02/07/25	52B1
02/02/25	02/15/25	02/11/25	02/17/25	02/18/25	02/21/25	52B2
02/16/25	03/01/25	02/25/25	03/03/25	03/04/25	03/07/25	53B1
03/02/25	03/15/25	03/11/25	03/17/25	03/18/25	03/21/25	53B2
03/16/25	03/29/25	03/25/25	03/31/25	04/01/25	04/04/25	54B1
03/30/25	04/12/25	04/08/25	04/14/25	04/15/25	04/18/25	54B2
04/13/25	04/26/25	04/22/25	04/28/25	04/29/25	05/02/25	55B1
04/27/25	05/10/25	05/06/25	05/12/25	05/13/25	05/16/25	55B2
05/11/25	05/24/25	05/19/25	05/23/25	05/27/25	05/30/25	55B3
05/25/25	06/07/25	06/03/25	06/09/25	06/10/25	06/13/25	56B1
06/08/25	06/21/25	06/17/25	06/23/25	06/24/25	06/27/25	56B2
06/22/25	07/05/25	07/01/25	07/07/25	07/08/25	07/11/25	57B1
07/06/25	07/19/25	07/15/25	07/21/25	07/22/25	07/25/25	57B2
07/20/25	08/02/25	07/29/25	08/04/25	08/05/25	08/08/25	58B1
08/03/25	08/16/25	08/12/25	08/18/25	08/19/25	08/22/25	58B2
08/17/25	08/30/25	08/25/25	08/29/25	09/02/25	09/05/25	59B1
08/31/25	09/13/25	09/09/25	09/15/25	09/16/25	09/19/25	59B2
09/14/25	09/27/25	09/23/25	09/29/25	09/30/25	10/03/25	50B1
09/28/25	10/11/25	10/07/25	10/13/25	10/14/25	10/17/25	50B2
10/12/25	10/25/25	10/21/25	10/27/25	10/28/25	10/31/25	50B3
10/26/25	11/08/25	11/03/25	11/07/25	11/10/25	11/14/25	5NB1
11/09/25	11/22/25	11/17/25	11/21/25	11/24/25	11/28/25	5NB2
11/23/25	12/06/25	12/02/25	12/08/25	12/09/25	12/12/25	5DB1
12/07/25	12/20/25	12/15/25	12/19/25	12/22/25	12/26/25	5DB2
12/21/25	01/03/26	12/23/25	01/05/26	01/06/26	01/09/26	61B1

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