

## 2025 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
01/01/25	01/31/25	01/17/25	01/24/25	01/27/25	01/28/25	01/31/25	23	51M1
02/01/25	02/28/25	02/14/25	02/21/25	02/24/25	02/25/25	02/28/25	20	52M1
03/01/25	03/31/25	03/18/25	03/24/25	03/25/25	03/26/25	03/31/25	21	53M1
04/01/25	04/30/25	04/17/25	04/23/25	04/24/25	04/25/25	04/30/25	22	54M1
05/01/25	05/31/25	05/14/25	05/20/25	05/21/25	05/22/25	05/30/25	22	55M1
06/01/25	06/30/25	06/11/25	06/17/25	06/18/25	06/20/24	06/30/25	21	56M1
07/01/25	07/31/25	07/18/25	07/24/25	07/25/25	07/28/25	07/31/25	23	57M1
08/01/25	08/31/25	08/14/25	08/22/25	08/25/25	08/26/25	08/29/25	21	58M1
09/01/25	09/30/25	09/17/25	09/23/25	09/24/25	09/25/25	09/30/25	22	59M1
10/01/25	10/31/25	10/16/25	10/22/25	10/23/25	10/24/25	10/31/25	23	50M1
11/01/25	11/30/25	11/12/25	11/18/25	11/19/25	11/20/25	11/28/25	20	5NM1
12/01/25	12/31/25	12/10/25	12/16/25	12/17/25	12/18/25	12/31/25	23	5DM1

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