

# 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