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	4OM1
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