

# 2023 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 |
|-----------------------|---------------------|----------------------|--------------------------------------|---------------------|----------|------------|
| 12/25/22              | 01/07/23            | 01/03/23             | 01/09/23                             | 01/10/23            | 01/13/23 | 31B1       |
| 01/08/23              | 01/21/23            | 01/17/23             | 01/23/23                             | 01/24/23            | 01/27/23 | 31B2       |
| 01/22/23              | 02/04/23            | 01/31/23             | 02/06/23                             | 02/07/23            | 02/10/23 | 32B1       |
| 02/05/23              | 02/18/23            | 02/14/23             | 02/20/23                             | 02/21/23            | 02/24/23 | 32B2       |
| 02/19/23              | 03/04/23            | 02/28/23             | 03/06/23                             | 03/07/23            | 03/10/23 | 33B1       |
| 03/05/23              | 03/18/23            | 03/14/23             | 03/20/23                             | 03/21/23            | 03/24/23 | 33B2       |
| 03/19/23              | 04/01/23            | 03/28/23             | 04/03/23                             | 04/04/23            | 04/07/23 | 34B1       |
| 04/02/23              | 04/15/23            | 04/11/23             | 04/17/23                             | 04/18/23            | 04/21/23 | 34B2       |
| 04/16/23              | 04/29/23            | 04/25/23             | 05/01/23                             | 05/02/23            | 05/05/23 | 35B1       |
| 04/30/23              | 05/13/23            | 05/09/23             | 05/15/23                             | 05/16/23            | 05/19/23 | 35B2       |
| 05/14/23              | 05/27/23            | 05/22/23             | 05/26/23                             | 05/30/23            | 06/02/23 | 36B1       |
| 05/28/23              | 06/10/23            | 06/06/23             | 06/12/23                             | 06/13/23            | 06/16/23 | 36B2       |
| 06/11/23              | 06/24/23            | 06/20/23             | 06/26/23                             | 06/27/23            | 06/30/23 | 36B3       |
| 06/25/23              | 07/08/23            | 07/03/22             | 07/10/23                             | 07/11/23            | 07/14/23 | 37B1       |
| 07/09/23              | 07/22/23            | 07/18/23             | 07/24/23                             | 07/25/23            | 07/28/23 | 37B2       |
| 07/23/23              | 08/05/23            | 08/01/23             | 08/07/23                             | 08/08/23            | 08/11/23 | 38B1       |
| 08/06/23              | 08/19/23            | 08/15/23             | 08/21/23                             | 08/22/23            | 08/25/23 | 38B2       |
| 08/20/23              | 09/02/23            | 08/28/23             | 09/01/23                             | 09/05/23            | 09/08/23 | 39B1       |
| 09/03/23              | 09/16/23            | 09/12/23             | 09/18/23                             | 09/19/23            | 09/22/23 | 39B2       |
| 09/17/23              | 09/30/23            | 09/26/23             | 10/02/23                             | 10/03/23            | 10/06/23 | 30B1       |
| 10/01/23              | 10/14/23            | 10/10/23             | 10/16/23                             | 10/17/23            | 10/20/23 | 30B2       |
| 10/15/23              | 10/28/23            | 10/24/23             | 10/30/23                             | 10/31/23            | 11/03/23 | 3NB1       |
| 10/29/23              | 11/11/23            | 11/07/23             | 11/13/23                             | 11/14/23            | 11/17/23 | 3NB2       |
| 11/12/23              | 11/25/23            | 11/21/23             | 11/27/23                             | 11/28/23            | 12/01/23 | 3DB1       |
| 11/26/23              | 12/09/23            | 12/05/23             | 12/11/23                             | 12/12/23            | 12/15/23 | 3DB2       |
| 12/10/23              | 12/23/23            | 12/15/23             | 12/21/23                             | 12/22/23            | 12/29/23 | 3DB3       |

**HR/Payroll Deadline** - All HR/Payroll information for employees should be entered into OneUSG Connect in order to analyze reports prior to payroll processing.

\* 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.

\*\* NOTE: 1) Biweekly leave accruals are added on this date and are available for use any date within this pay period.

Early deadline/pay date due to holiday

Biweekly leave accruals post by 5pm, this accrual is for prior month