

Bi-Weekly On Cycle Payroll Schedule

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.

- 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