

# 2026 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
12/21/25	01/03/26	12/23/25	01/05/26	01/06/26	01/09/26	61B1
01/04/26	01/17/26	01/12/26	01/16/26	01/20/26	01/23/26	61B2
01/18/26	01/31/26	01/27/26	02/02/26	02/03/26	02/06/26	62B1
02/01/26	02/14/26	02/10/26	02/16/26	02/17/26	02/20/26	62B2
02/15/26	02/28/26	02/24/26	03/02/26	03/03/26	03/06/26	63B1
03/01/26	03/14/26	03/10/26	03/16/26	03/17/26	03/20/26	63B2
03/15/26	03/28/26	03/24/26	03/30/26	03/31/26	04/03/26	64B1
03/29/26	04/11/26	04/07/26	04/13/26	04/14/26	04/17/26	64B2
04/12/26	04/25/26	04/21/26	04/27/26	04/28/26	05/01/26	65B1
04/26/26	05/09/26	05/05/26	05/11/26	05/12/26	05/15/26	65B2
05/10/26	05/23/26	05/18/26	05/22/26	05/26/26	05/29/26	65B3
05/24/26	06/06/26	06/02/26	06/08/26	06/09/26	06/12/26	66B1
06/07/26	06/20/26	06/16/26	06/22/26	06/23/26	06/26/26	66B2
06/21/26	07/04/26	06/30/26	07/06/26	07/07/26	07/10/26	67B1
07/05/26	07/18/26	07/14/26	07/20/26	07/21/26	07/24/26	67B2
07/19/26	08/01/26	07/28/26	08/03/26	08/04/26	08/07/26	68B1
08/02/26	08/15/26	08/11/26	08/17/26	08/18/26	08/21/26	68B2
08/16/26	08/29/26	08/25/26	08/31/26	09/01/26	09/04/26	69B1
08/30/26	09/12/26	09/08/26	09/14/26	09/15/26	09/18/26	69B2
09/13/26	09/26/26	09/22/26	09/28/26	09/29/26	10/02/26	60B1
09/27/26	10/10/26	10/06/26	10/12/26	10/13/26	10/16/26	60B2
10/11/26	10/24/26	10/20/26	10/26/26	10/27/26	10/30/26	60B3
10/25/26	11/07/26	11/02/26	11/06/26	11/09/26	11/13/26	6NB1
11/08/26	11/21/26	11/16/26	11/20/26	11/23/26	11/27/26	6NB2
11/22/26	12/05/26	12/01/26	12/07/26	12/08/26	12/11/26	6DB1
12/06/26	12/19/26	12/14/26	12/18/26	12/21/26	12/24/26	6DB2
12/20/26	01/02/27	12/29/26	01/04/27	01/05/27	01/08/27	

**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) 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