



How to find the Payroll Schedule:

- https://www.uky.edu/ufs/payroll-schedule
- Select the payroll calendar you are currently in

1	2	3	4		5	5		6	
			Iy Payroll Schedule						
Documents MUST be received in Compensation by Monday 5:00 PM	Data and Time Input MUST be entered by Thursday 5:00 pm Payroll Run (Prelim)	Corrections and Other Data MUST be entered by Sunday 5:00 pm Payroll Correction Run (Trial)	Departments have until Monday 5:00 pm for biweekly payroll corrections Payroll			eriod Dates		**Earliest Retro Date Set After Payroll	Payroll Confirmation Off Cycle Processing Wednesdays
Bi-Weekly Date	Bi-Weekly Date	Bi-Weekly Date	Bi-Weekly Date	Begin	End	Date Paid	PR#		
06/24/24	Wednesday 6/26/24	06/30/24	Monday NOON 7/1/2024	6/16	6/29	7/5	14		
07/08/24	07/11/24	07/14/24	07/15/24	6/30	7/13	7/19	15		
07/22/24	07/25/24	07/28/24	07/29/24	7/14	7/27	8/2	16		
08/05/24	08/08/24	08/11/24	08/12/24	7/28	8/10	8/16	17	06/16/24	
08/19/24	08/22/24	08/25/24	08/26/24	8/11	8/24	8/30	18		
08/30/24	09/05/24	09/08/24	09/09/24	8/25	9/7	9/13	19		
09/16/24	09/19/24	09/22/24	09/23/24	9/8	9/21	9/27	20		
09/30/24	10/03/24	10/06/24	10/07/24	9/22	10/5	10/11	21		
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12/09/24	12/12/24	12/15/24	12/16/24	12/1	12/14	12/20	26		

The HR/Payroll System will be available for changes all day Saturday and Sunday until 5:00pm.

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* Bet	ween payroll processing	ng of preliminary run thr	ough finalizing process, sala	ary and ben	efit encum	orance repo	rting will be	inaccurate*	
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ZPAR/Workflow Deadline:

- If you have a bi-weekly employee New Hire, Rehire or Position Change, look at column 5 on the top, to
 determine the start date, then, look at column 1 to see when you have to have the ZPAR or Workflow
 submitted to the Business Center by 10:00 AM
- If you have a monthly employee New Hire, Rehire or Position Change, look at column 5 on the bottom, to determine the start date, then, look at column 1 to see when you have to have the ZPAR or Workflow submitted to the Business Center by 10:00 AM





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BW Time Entry Deadline:

• Column 2 is the date, we are asking bi-weekly Employees to enter their working hours and leave requests, and we are asking Supervisors to approve their employees time. The Business Center sends out a reminder email the day before. Forward the email to your employees and supervisors to remind them to enter and approve time.





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			Payroll Schedule for ransfer, and Time Evaluation						
Documents MUST be received in		Corrections and	Corrections and Other	I WIOST DE	Tull EACH	uay		**Earliest Retro Date	Payroll Confirmation
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Last Minute Corrections:

• Column 3 is for last minute corrections for both bi-weekly and monthly ZPARS/Workflows

6 SAP Bi-weekly Payroll Schedule for July-Dec 2024 Time Load, Time Transfer, and Time Evaluation Corrections and Other Data MUST be entered by Sunday Departments have until Monday 5:00 pm for biweekly payroll Payroll Confirmation Off Cycle Data and Time Input MUST be entered by Thursday 5:00 pm Payroll Run (Prelim) **Earliest Retro Date Set After Payroll Documents MUST b Payroll Period Dates Compensation by Monday 5:00 PM 5:00 pm Payroll Correction Run (Trial) corrections Payroll Correction Run (Final) Processing Wednesdays 6/16 6/29 07/08/24 7/14 06/16/24 8/25 9/8 10/5 10/19 11/2 11/16 10/03/24 10/07/24 10/6 10/20 11/3 Monday NOON 11/4/24 11/18/24 09/22/24

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	SAP Monthly Payroll Schedule for July-Dec 2024											
		Time Load, Time Tr	ransfer, and Time Evaluation	n MUST be	run EACH	day						
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Payroll Final:

• Column 4 is the FINAL date. This means, at 5:00 PM (Or Noon for a holiday), payroll will lock down and start running. If employees time is not entered, approved and transferred by 5:00 PM, your employee will not be paid.

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Last Updated	07/05/23								

Pay dates & Pay Periods:

 Column 5 shows you the pay period dates and the Pay Period number, plus the date the employee will be paid.

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Last Undated	07/05/23								





Earliest Retro Date (ERD):

- Column 6 shows you what the Earliest Retro Date will be set to **after** the Payroll **final** date (column 4) for that pay period.
- Example: The Biweekly Earliest Retro Date changed to 06/16/2024 on 08/12/2024 (The day after the biweekly final)

1 2 3 4 5	6	
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Last Updated 07/05/2

^{*}Training videos and other resources can be found under the M-G CAFE Business Center Training tab.