

# QRG – Payroll Schedule

## How to find the Payroll Schedule:

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



SAP Bi-weekly Payroll Schedule for July-Dec 2024									
Time Load, Time Transfer, and Time Evaluation <b>MUST</b> be run <b>EACH</b> day									
Documents <b>MUST</b> be received in Compensation by Monday 5:00 PM	Data and Time Input <b>MUST</b> be entered by Thursday 5:00 pm Payroll Run (Prelim)	Corrections and Other Data <b>MUST</b> be entered by Sunday 5:00 pm Payroll Correction Run (Trial)	Departments have until Monday 5:00 pm for biweekly payroll corrections Payroll Correction Run (Final)	Payroll Period Dates				**Earliest Retro Date Set After Payroll	Payroll Confirmation Off Cycle Processing Wednesdays
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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		
10/14/24	10/17/24	10/20/24	10/21/24	10/6	10/19	10/25	22		
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Last Updated: 07/05/23

## 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

# QRG – Payroll Schedule

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Last Updated: 07/05/23

**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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- 1      2      3      4      5      6

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Last Updated 07/05/23

**Last Minute Corrections:**

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

- 1      2      3      4      5      6

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Last Updated 07/05/23

# QRG – Payroll Schedule

## 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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## 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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07/15/24	07/18/24	07/21/24	07/22/24	7/1	7/31	7/31	7	Monthly Only
08/12/24	08/15/24	08/18/24	08/19/24	8/1	8/31	8/30	8	07/01/24
09/09/24	09/12/24	09/15/24	09/16/24	9/1	9/30	9/30	9	
10/07/24	10/10/24	10/13/24	10/14/24	10/1	10/31	10/31	10	10/23/24
11/04/24	11/07/24	11/10/24	11/11/24	11/1	11/30	11/29	11	10/01/24
12/16/24	12/19/24	12/22/24	12/23/24	12/1	12/31	12/31	12	

\*\* Between payroll processing of preliminary run through finalizing process, salary and benefit encumbrance reporting will be inaccurate\*

\*\* Earliest retroactive processing date is set after the payroll has finalized and before it is posted to accounting on Wednesday mornings.\*\*

Last Updated: 07/05/23

# QRG – Payroll Schedule

**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 bi-weekly final)



SAP Bi-weekly Payroll Schedule for July-Dec 2024									
Time Load, Time Transfer, and Time Evaluation <b>MUST</b> be run <b>EACH</b> day									
Documents <b>MUST</b> be received in Compensation by Monday 5:00 PM	Data and Time Input <b>MUST</b> be entered by Thursday 5:00 pm Payroll Run (Prelim)	Corrections and Other Data <b>MUST</b> be entered by Sunday 5:00 pm Payroll Correction Run (Trial)	Departments have until Monday 5:00 pm for biweekly payroll corrections Payroll Correction Run (Final)	Payroll Period 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		
10/14/24	10/17/24	10/20/24	10/21/24	10/6	10/19	10/25	22		
10/28/24	Wednesday 10/30/24	11/03/24	Monday NOON 11/4/24	10/20	11/2	11/8	23		
11/11/24	11/14/24	11/17/24	11/18/24	11/3	11/16	11/22	24	09/22/24	
11/25/24	Wednesday 11/27/24	12/01/24	12/02/24	11/17	11/30	12/6	25		
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.

SAP Monthly Payroll Schedule for July-Dec 2024									
Time Load, Time Transfer, and Time Evaluation <b>MUST</b> be run <b>EACH</b> day									
Documents <b>MUST</b> be received in Compensation by Monday 5:00 PM	Data and Time Input <b>MUST</b> be entered by Thursday 5:00 pm Payroll Run (Prelim)	Corrections and Other Data <b>MUST</b> be entered by Sunday 5:00 pm Payroll Correction Run (Trial)	Corrections and Other Data <b>MUST</b> be entered by 5:00 pm EST Payroll Correction Run (Final)	Payroll Period Dates				**Earliest Retro Date Set After Payroll	Payroll Confirmation Off Cycle Processing Wednesdays
Monthly Date	Monthly Date	Monthly Date	Monthly Date	Begin	End	Date Paid	PR#		
07/15/24	07/18/24	07/21/24	07/22/24	7/1	7/31	7/31	7		
08/12/24	08/15/24	08/18/24	08/19/24	8/1	8/31	8/30	8	07/01/24	
09/09/24	09/12/24	09/15/24	09/16/24	9/1	9/30	9/30	9		
10/07/24	10/10/24	10/13/24	10/14/24	10/1	10/31	10/31	10		
11/04/24	11/07/24	11/10/24	11/11/24	11/1	11/30	11/29	11	10/01/24	
12/16/24	12/19/24	12/22/24	12/23/24	12/1	12/31	12/31	12		

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Last Updated 07/05/23

**\*Training videos and other resources can be found under the [M-G CAFE Business Center Training tab](#).**