

***November 2019***

11/11 – HR Payroll Deadline: 11/22 pay date (Bi-weekly)

11/13 – HR Payroll Deadline: 11/29 pay date (Monthly)

11/18 10:00 a.m. – Time & Absence approval deadline: 11/22 pay date (Bi-weekly)

11/21 9:00 a.m. – Create paysheets: 11/29 pay date (Monthly)

11/22 9:00 a.m. – Absence deadline: 11/29 pay date (Monthly)

*11/22 – Bi-weekly Pay Date*

11/25 – HR Payroll Deadline: 12/6 pay date (Bi-weekly)

11/25 2:00 p.m. – Confirm Payroll: 11/29 pay date (Monthly)

*11/29 – Monthly & Academic Pay Date*

***December 2019***

12/2 10:00 a.m. – Time and absence approval deadline: 12/6 pay date (Bi-weekly)

12/5 – HR Payroll deadline: 12/20 pay date (Bi-weekly)

*12/6 – Bi-weekly Pay Date*

***12/6 5:00 p.m. through 12/10 10:00 a.m. – OneUSG Connect Unavailable***

12/12 – HR Payroll deadline: 12/31 pay date (Monthly)

12/16 10:00 a.m. – Time & Absence approval deadline: 12/20 pay date (Bi-weekly)

12/16 – HR Payroll deadline: 1/3 pay date (Bi-weekly)

12/18 – Create paysheets: 12/31 pay date (Monthly)

12/19 9:00 a.m. – Absence deadline: 12/31 pay date (Monthly)

*12/20 – Bi-weekly Pay Date*

12/20 – Confirm Payroll (Monthly)

12/23 noon – Time & Absence approval deadline: 1/3 pay date (Bi-weekly)

12/27 4:00 p.m. – Time & Absence reconciliation report can be ran: 1/3 pay date (Bi-weekly)

*12/31 – Monthly & Academic Pay Date*

**2019 Holiday Payroll   
Dates & Deadlines**

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Please note the important dates and deadlines as they pertain to the 2019 University of Georgia holiday calendar. These dates include information critical to completing the payroll processes for November and December 2019 for both bi-weekly and monthly employees. For questions, reach out to [oneusgsupport@uga.edu](mailto:oneusgsupport@uga.edu) or 706.542.0202 (option #1).

**Holiday Payroll Dates and Deadlines**

**November 2019**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|  |  |  |  |  | 1 | 2 |
|  |  |  |  |  |  |  |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
|  |  |  |  |  |  |  |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
|  | BW HR/Payroll deadline |  | MO HR/Payroll deadline  (11/29/19 pay date) |  |  | ​Biweekly pay period end |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
|  | BW Time/Absence​ BW approval deadline 10am | BW confirm deadline 4pm |  | Create paysheets MO payroll 9am | **Pay Date Biweekly**  MO Absence deadline 9am |  |
| 24 | 25 | 26 | 27 | **UGA Holiday** 28 | **UGA Holiday** 29 | 30 |
|  | Confirm MO payroll 2pm  BW HR Payroll Deadline (12/6 pay date) |  |  |  | **Monthly and Academic Pay Date**​​ | ​Biweekly pay period end |

**Holiday Payroll Dates and Deadlines**

**December 2019**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
|  | BW Time/Absence approval deadline 10am  (12/6/19 pay date) | USG Confirm BW payroll 4pm |  | BW HR/Payroll deadline  (12/20/19 pay date)  ​ | **Pay Date Biweekly**  **OneUSG Connect unavailable beginning at 5:00p.m.** | **OneUSG Connect unavailable** |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| **​OneUSG Connect unavailable** | **​OneUSG Connect unavailable** | **OneUSG Connect unavailable until 7:00a.m.** |  | MO HR/Payroll deadline  (12/31/19 pay date) | ​ | Biweekly pay period end |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
|  | BW Time/Absence approval deadline 10am (12/20/19 pay date)  BW HR/Payroll deadline  (1/3/20 pay date) | USG Confirm BW payroll 4pm | Create paysheets MO payroll  ​ | MO Absence deadline 9am | ​**Pay Date Biweekly**  ​ Confirm MO payroll | ​ |
| 22 | 23 | 24 | **UGA Holiday** 25 | **UGA Holiday** 26 | **UGA Holiday** 27 | **UGA Holiday** 28 |
| ​ | ​UGA BW Time/Absence approval deadline 12pm  (1/3/20 pay date) |  | ​ |  | USG Time/Absence​ BW approval deadline 10am | ​Biweekly pay period end |
| **UGA Holiday** 29 | **UGA Holiday** 30 | **UGA Holiday** 31 | **UGA Holiday** |  |  |  |
| ​ | ​USG confirm BW deadline 4pm | **Monthly and Academic Pay Date**​ | ​  ​ |  | **Pay Date Biweekly**​ ​    ​ | ​ |



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