

# 2019 Holiday Payroll Dates & Deadlines

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).

## 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)

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# 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	<b>Pay Date Biweekly</b>  MO Absence deadline 9am	
24	25	26	27	<b>UGA Holiday</b> 28	<b>UGA Holiday</b> 29	30
	Confirm MO payroll 2pm  BW HR Payroll Deadline (12/6 pay date)				<b>Monthly and Academic Pay Date</b>	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	