



Department/Unit Task List

WEEKLY/BIWEEKLY TASKS

MON	TUE	WED	TH	FRI
<ul style="list-style-type: none"> Every other MONDAY the week of payroll due: A1, A2 (10AM), B (4PM), C 	<ul style="list-style-type: none"> Every other TUESDAY the week of payroll due: D 			<ul style="list-style-type: none"> Every FRIDAY: E1, E2 Every other FRIDAY before payroll is due: F

DUE	WHAT	WHO	DESCRIPTION	EMPLOYEE TYPE
Every other week (<i>BEFORE</i> Monday at 10:00 AM)	A1. Approve Employee Absence Requests via MSS or Time Approvers pages	<ul style="list-style-type: none"> Supervisors Time & Absence Approvers 	Best practice is to approve absence requests as quickly as possible. For biweekly employees, absence requests must be submitted and approved <i>before</i> 10:00am on Monday after end of pay period.	Bi-weekly Monthly
	A2. Approve employee timesheets via MSS or Time Approvers pages	<ul style="list-style-type: none"> Supervisors Time & Absence Approvers 	Best practice is to approve reported time every Friday. Time must be submitted and approved <i>before</i> 10:00am on Monday after end of pay period.	Bi-weekly
Every other week (Monday at 4:00 PM)	B. Run queries from the System Manager Reporting page: <ul style="list-style-type: none"> Time & Labor Reconciliation Employee Absences Unpaid 	System Managers	Run the report after receipt of email from Time/Labor.	Bi-weekly
Every other week (Monday of payroll due)	C. Run queries from the System Manager Reporting page: <ul style="list-style-type: none"> Reported Time & Absence Employee Absence Activity TL Exceptions Employee Absences not Approved Batch Approved RPTD 	System Managers	Run these reports the Monday when payroll is due to identify time and absence issues.	Bi-weekly
Every other week (Tuesday at 10:00 AM)	D. Urgent changes to time, but NOT to absences via MSS or Time Approvers pages	Supervisors Time & Absence Approvers	Time can be updated on the timesheet until 10:00a.m. Tuesday. Any absences submitted or approved after Monday at 10:00a.m. will NOT be paid until the next on-cycle pay date.	Bi-weekly



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DUE	WHAT	WHO	DESCRIPTION	EMPLOYEE TYPE
Weekly (Every Friday)	E1. Approve employee timesheets	<ul style="list-style-type: none"> • Supervisors • Time & Absence Approvers 	Approve weekly time entered by employees.	Bi-weekly
	E2. Run queries from the System Manager Reporting page: <ul style="list-style-type: none"> • No Time Keyed • Reported Time Not Approved • Payable Time Biweekly • Employee Absence Activity • Reported Time & Absence • TL Exceptions • Employee Absences Not Approved 	System Managers	Run these reports each Friday to identify time and absence issues.	Bi-weekly
Every other week (Friday before payroll is due)	F. Update Position Funding through MSS Change Funding page	System Managers	Must be submitted and fully approved through MSS by end of day.	Bi-weekly Monthly
Daily from the close of payroll through the Friday before payroll run	G. Run the Invalid Funding Report in OneUSG Connect to clear invalid funding prior to the beginning of payroll processing.	System Managers	Report helps identify positions that have inadequate funding so that they can be examined and corrected. Errors should be cleaned up within 24 hours. Report can be set to run for current open pay periods (monthly and biweekly).	Bi-weekly Monthly
One Day Prior to the “Time Detail and Adjustments to SSC” Date on Payroll Calendar for Each Payroll*	H. Correct errors found on the Invalid Funding Report prior to the time payroll runs.	As determined by department	All corrections must be finalized (entered, approved, and processed) by the due date.	Bi-weekly Monthly



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MONTHLY TASKS

DUE	WHAT	WHO	DESCRIPTION	EMPLOYEE TYPE
First Business Day of the Month (at noon)	Deadline to submit budget journals or transfers dated within the closing month	Initiator	Any budget journals or transfers dated within the prior month not meeting this deadline will be deleted after noon on the second business day of the following month.	
Beginning of the month (After payroll has been confirmed*)	Run query from the System Manager Reporting page: <ul style="list-style-type: none"> • Payroll Expense Detail 	System Managers	Reports information similar to Cost Report in legacy system.	Bi-weekly Monthly
Last week of the month	Increase monitoring of financial transactions using the Business Management WorkCenter to ensure timely completion of transactions	Initiators & Approvers	To ensure transactions are completed before month-end, daily monitoring of your financial transactions may be needed.	
Monthly (Prior to Paysheet creation date*)	Run queries from the System Manager Reporting page: <ul style="list-style-type: none"> • Estimated Monthly Payroll • Addl Pay Review 	System Managers	These queries report the full and prorated monthly pay of employees and active Additional pay.	Monthly
Monthly (After 9:00 AM on Paysheet creation date*)	Run query from the System Manager Reporting page: Validate Monthly Pay	System Managers	This query reports the actual monthly pay for a particular month. Reports prorated pay for employees hired after beginning of month or leaving before end of month. Assists in the review of employees who will be paid a partial month.	Monthly
Last business day of the month (at noon)	Complete monthly AP Journal Vouchers	Initiator	AP JV's created in the monthly accounting period must be budget checked and have workflow completed by noon on the last business day of the same monthly accounting period.	



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End of the month (Prior to 9am on the Mgr Leave/Time Approval deadline)	Run queries from the System Manager Reporting page: <ul style="list-style-type: none"> Employee Absence Activity Employee Absences not Approved 	System Managers	Prior to 9am on the Mgr Leave/Time Approval deadline, run the absence-related queries.	Monthly
End of the month	Run queries from the System Manager Reporting page: <ul style="list-style-type: none"> TL & ABS Enrolled Employees 	System Managers	Run this report as needed during the month or at the end of the month to show the current Time and Labor settings for employees, including Time and Absence Approver, Time Entry Method, etc.	Bi-weekly Monthly
Monthly	Complete monthly review of budget status	Department CBO/CFO	Identify overdrafts and unexpected budget balances and ensure that transactions are reasonable using a reporting tool that reflects the amended budget, encumbrances, and actuals posted to UGA Financials (ex: BSR or Budget Status Cube)	
	Review the Accounts Receivable Aging Report	Departments using the AR/Billing modules in Financials	Enables you to view the amount owed by all customers and should be run monthly to notify customers of overdue balances	
	Review open Purchase Orders (POs)	Individual submitting PO close requests	Detailed instructions, including a list of queries available, can be found on the UGAmart homepage or HERE	

OTHER TASKS

DUE	WHAT	WHO	DESCRIPTION	EMPLOYEE TYPE
10 business days prior to HR/Payroll deadline	Submit STAFF hiring proposals via UGAJobs	<ul style="list-style-type: none"> Supervisors Managers 	Must be submitted and approved 10 business days prior to the deadline.	Bi-weekly Monthly
45 business days prior to the faculty member's hire date	Submit FACULTY hiring proposals via UGAJobs	Supervisors/Managers	Must be submitted 45 business day prior to the faculty member's hire date.	Monthly

* Refer to the [UGA Practitioner Payroll Processing Calendars](#) for exact dates. Exceptions to payroll processing dates could occur during USG blackout dates.