Pay Periods, Pay Dates and Processing Schedules

I. Purpose
   To establish the pay period, pay dates and processing procedures for processing payroll at the University of Kentucky.

II. Definitions
   • ecrt: System of record for project payroll confirmation statements.
   • Off-cycle: Payroll process where payroll cost distributions are adjusted and where net pay is equal to zero.
   • Pay period: Biweekly or monthly period by which employees are paid.
   • Pay date: Date on which employee net pay is made available to employees.

III. Responsibilities
   A. Employee
      1. Adhere to the deadlines published in the Payroll Schedule for entering time.
   B. Human Resources
      1. Adhere to the deadlines published in the Payroll Schedule.
   C. Payroll Administrators
      1. Adhere to deadlines in the published Payroll Schedule.
      2. Ensure employees and supervisors are aware of payroll deadlines.
      3. Match leave and time data and transfer time according to published Payroll Schedule.
   D. Payroll Services
      1. Adhere to the deadlines published in the Payroll Schedule.
      2. Notify campus of when HR/Payroll is open for review and adjustments during the pay processing cycle.

IV. Policy
   A. The University has established biweekly and monthly pay cycles for all employees.
   B. Payroll Services will maintain and process pay in accordance to the published Payroll Schedule.

V. Procedures
   A. The University maintains two pay cycles: biweekly and monthly.
      1. Pay Periods
         a. Each biweekly pay period will begin on a Sunday and end on a Saturday.
         b. Each monthly pay period will begin on the first day of the month and end on the last day of the month.
      2. Pay Dates
         a. Each biweekly pay date will occur the Friday following the end of a biweekly pay period.
         b. Each monthly pay date will occur the last business day of each month.
         c. University or bank holidays may cause a change to the regularly scheduled biweekly or monthly pay date.
      3. Payroll Processing Schedule
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a. The Payroll Schedule for the following year is published annually in September.

b. HR/Payroll document deadlines are maintained on the Payroll Schedule.
   1) HR/Payroll documents require submission to Compensation in accordance with the published dates on the Payroll Schedule to ensure employee payment processing occurs on the next scheduled biweekly or monthly payroll.
   2) Failure to meet the published dates may result in an employee not receiving their pay on pay day.

c. The University will process a preliminary, trial and final payroll for each biweekly and monthly pay period.
   1) Preliminary payroll run is the first payroll processing run for a pay period which allows units to review employee pay and make necessary corrections.
   2) Trial payroll run is the second payroll processing run for a pay period which allows units to review employee pay and make necessary corrections.
   3) Final payroll run is the last payroll processing run prior to Payroll Services finalizing the pay periods pay cycle.

d. Off-cycle Payroll
   1) Off-cycle payrolls will be processed per a schedule established on the published Payroll Schedule.
   2) Off-cycle payrolls will only include cost distribution (see E-8-4 Cost Distribution Methods) adjustments that will post to SAP/FI that result in a net zero pay.
   3) Off-cycle payrolls will not create bank files for direct deposit or checks.
   4) Only individuals identified in the ecrt system with a checkmark in the revised payroll column on payroll confirmation statements listed in revision requested status will be run through the off-cycle process.