

**Pay Periods, Pay Dates and Processing Schedules**

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**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 ecr 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.