

**THE UNIVERSITY OF GEORGIA  
PAYROLL DEPARTMENT  
MONTHLY PAYROLL CALENDAR  
FISCAL YEAR 2009-2010**

Pay Date	Payroll Type	Pay	Period	Vouchers to Depts.	Deadlines for Personnel Reports to Budget Office	Vouchers to Payroll		Deadlines for Payroll Changes by 12 PM
		Begin	End			Date	Time	
July 31, 2009	Monthly (11)	7/1	7/31	6/26	6/15	7/16	12:00 P.M.	7/23
August 31	Monthly (11)	8/1	8/31	7/31	7/16	8/17	12:00 P.M.	8/21
September 30	Monthly (11)	9/1	9/30	8/28	8/14	9/16	12:00 P.M.	9/22
October 29	Monthly (11)	10/1	10/31	9/25	9/14	10/16	12:00 P.M.	10/22
November 30	Monthly (11)	11/1	11/30	10/27	10/14	11/11	12:00 P.M.	11/17
December 23	Monthly (11)	12/1	12/31	11/20	11/13	12/9	12:00 P.M.	12/15
January 29, 2010	Monthly (11)	1/1	1/31	12/23	12/11	1/14	12:00 P.M.	1/22
February 26	Monthly (11)	2/1	2/28	1/29	1/14	2/12	12:00 P.M.	2/19
March 31	Monthly (11)	3/1	3/31	2/26	2/15	3/15	12:00 P.M.	3/19
April 29	Monthly (11)	4/1	4/30	3/26	3/16	4/16	12:00 P.M.	4/22
May 28	Monthly (11)	5/1	5/31	4/29	4/16	5/13	12:00 P.M.	5/19
June 30	Monthly (11)	6/1	6/30	5/28	5/20	6/16	12:00 P.M.	6/22

**Note: The deadlines for personnel reports and vouchers have been adjusted for peak volume and holiday periods.**