

Pay Calendar

Adopted by President's Cabinet 8/22/17

Employees are paid at the pay rate effective on the day the hours are worked/earned and generally receives the pay after the hours are worked/earned. Merit increases are effective as of the date communicated by the USO Budget Office in the Salary Administration Guide during the budget preparation process. The pay change is effective for the time worked not when the pay is received.

For example: If an employee receives a pay increase effective as of July 1 and the employee is paid on a biweekly schedule for the pay period from June 19 – July 2, the employee would receive pay at the old pay rate for the time worked on June 19 to June 30 and would receive pay at the new rate for the time worked on July 1 to July 2.

Applicable to institutions utilizing a payroll system supported by the SSC.

Exempt employees employed for an academic term/session will not have a special pay date for the end of the academic term/session. The pay date for the month in which an academic term ends will be the last business day of the month.

All institutions utilizing the OneUSG HCM system shall use the same pay calendars. The pay calendars will be established by the University System of Georgia's Office of Fiscal Affairs and Planning in coordination with the University System of Georgia's Office of Human Resources.

Employees will be assigned to either a biweekly pay calendar (non-exempt) or a monthly pay calendar (exempt) based upon their FLSA exemption status.

Family Medical Leave Act (FMLA) requirements will be based upon a weekly calendar, Sunday through Saturday.

Each workday will begin at 12:00 am. If an employee's shift crosses 12:00 am, the time will be reported for the day on which the shift begins.

The biweekly payroll calendar will consist of:

First Day of Pay Period	Sunday
Last Day of Pay Period	2nd Saturday following the pay period's beginning Sunday
Pay Date	Friday following the 2nd Saturday in the pay period (if Friday is a non-business day as defined in Regulation CC of the Federal Reserve, pay date would move back to the previous business day)

The monthly payroll calendar will consist of:

First Day of Pay Period	1st day of the month
Last Day of Pay Period	Last day of the month
Pay Date	Last business day of the month (as defined in Regulation CC of the Federal Reserve)

Exempt employees employed for the fall and/or spring academic term will receive their pay equally over the 5 month-end pay dates for the term. If the payroll processing deadline is unable to be met due to the timing of the beginning of a term/session, the employee's initial payment will be the following scheduled monthly pay date.

Examples:

Example Semester		Semester Dates	Pay Dates
A	Fall Semester	Begins August 14 and ends December 18.	August 31 September 30 October 31 November 30 December 31
B	Spring Semester	Begins January 5 and ends May 15.	January 31 February 28/29 March 31 April 30 May 31
C	Summer Session A	Begins May 28 and ends June 30. The payroll processing schedule requires that all job information for the May monthly payroll be entered by May 22.	June 30
D	Summer Session B	Begins July 1 and ends July 31.	July 31
E	Summer Full Session	Begins May 28 and ends July 31. The payroll processing schedule requires that all job information for the May monthly payroll be entered by May 22.	June 30 July 31