

Note: HR lockout dates are tentative; please do not begin working until you receive the confirmation email from the VSU payroll office.

March 2020 Payroll Processing

Mon	Tue	Wed	Thu	Fri
<p>2</p> <p>CA TENTATIVE: Feb Enc changes only scheduled for 3/2/20</p>	<p>3</p>	<p>4</p> <p>March 1st BW suppl pay forms & HR EE changes due 5:30pm</p>	<p>5</p> <p>**BW APPROVAL DEADLINE** March 1st Biweekly/Student time & absence approvals due 5:30pm</p>	<p>6</p> <p>March 1st BW HR Benefit spreadsheet due 8am</p>
<p>9</p> <p>HR LOCKOUT – BIWEEKLY</p> <p>CA TENTATIVE: Enc changes only</p> <p>03B1AC 10am/VPO 11am/TL 1pm</p>	<p>10</p> <p>HR LOCKOUT – BIWEEKLY</p> <p>03B1 Confirm</p>	<p>11</p>	<p>12</p> <p>CA: 03B1 MM, GL & ENC REL JrnlS</p>	<p>13</p> <p>March 1st Biweekly & Student Payday – 03B1</p> <p>OneUSG Down at 6pm</p>
<p>16</p> <p>March MO suppl pay forms & HR changes due 9am</p> <p>OneUSG Blackout</p>	<p>17</p> <p>OneUSG Blackout</p>	<p>18</p> <p>OneUSG Active at 7am</p> <p>GA Changes due to HR 9am</p> <p>March 2nd BW suppl pay forms & HR EE changes due 5:30pm</p>	<p>19</p> <p>**BW APPROVAL DEADLINE** March 2nd Biweekly/Student time & absence approvals due 5:30pm</p>	<p>20</p> <p>**MO APPROVAL DEADLINE** Monthly/Faculty/GA Absence & ACA Approvals due 9am</p> <p>March 2nd BW HR Benefit spreadsheet due 8am</p>
<p>23</p> <p>HR LOCKOUT – BIWEEKLY</p> <p>CA TENTATIVE: Enc changes only</p> <p>3/22: Cohort 6 Go-Live</p> <p>03B2AC 10am/VPO 11am/TL 1pm</p>	<p>24</p> <p>HR LOCKOUT – ALL PAYGROUPS</p> <p>03B2 Confirm/03M1 PG 9am</p>	<p>25</p> <p>HR LOCKOUT – MONTHLY</p> <p>03M1AC 9am/VPO 9am/TL 11am</p>	<p>26</p> <p>HR LOCKOUT – MONTHLY</p> <p>CA: 03B2 MM, GL & ENC REL JrnlS</p> <p>03M1 Confirm</p>	<p>27</p> <p>March 2nd Biweekly & Student Payday – 03B2</p> <p>OneUSG Down at 6pm</p>
<p>30</p> <p>OneUSG Blackout</p>	<p>31</p> <p>Monthly, Faculty & GA Payday – 03M1</p> <p>OneUSG Active at 7am</p>	<p>April 1</p> <p>April 1st BW suppl pay forms & HR EE changes due 5:30pm</p> <p>CA: 03M1 MM, GL & ENC REL JrnlS</p>	<p>April 2</p> <p>**BW APPROVAL DEADLINE** April 1st Biweekly/Student time & absence approvals due 5:30pm</p>	<p>April 3</p> <p>April 1st BW HR Benefit spreadsheet due 8am</p>

Revised 2/19/2020

Biweekly Pay groups: C, H, J, T, W Monthly Pay Groups: A, F, G, L, P, X, Y

Biweekly Pay Periods: Feb 1st BW 02B1: 1/26/20 – 2/8/20, Pay 2/14/20 Feb 2nd BW 02B2: 2/9/20 – 2/22/20, Pay 2/28/20 Mar 1st BW 03B1: 2/23/20 – 3/7/20, Pay 3/13/20
 Mar 2nd BW 03B2: 3/8/20 – 3/21/20, Pay 3/27/20 Apr 1st BW 04B1: 3/22/20 – 4/4/20, Pay 4/10/20 Apr 2nd BW 04B2: 4/5/20 – 4/18/20, Pay 4/24/20