KENNESAW STATE UNIVERSITY
OFFICE OF FISCAL SERVICES
Payroll Services

Annual Payroll Schedule

Biweekly Pay Groups

Hourly Employees
Student Assistants
Federal Work Study

Payroll Period	SPARs/STRs Due to Payroll by 5:00 pm	OneUSG Time Entry & Approvals Due by 1:00 pm	Pay Date
Dec 16 - Dec 29	Dec 19, 2018*	Dec 19, 2018*	Jan 4, 2019
Dec 30 - Jan 12	Jan 10, 2019	Jan 13, 2019	Jan 18, 2019
Jan 13 - Jan 26	Jan 24, 2019	Jan 27, 2019	Feb 1, 2019
Jan 27-Feb 9	Feb 7, 2019	Feb 10, 2019	Feb 15, 2019
Feb 10 - Feb 23	Feb 21, 2019	Feb 24, 2019	Mar 1, 2019
Feb 24 - Mar 9	Mar 7, 2019	Mar 10, 2019	Mar 15, 2019
Mar 10 - Mar 23	Mar 21, 2019	Mar 24, 2019	Mar 29, 2019
Mar 24 - Apr 6	Apr 4, 2019	Apr 7, 2019	Apr 12, 2019
Apr 7 - Apr 20	Apr 18, 2019	Apr 21, 2019	Apr 26, 2019
Apr 21 - May 4	May 2, 2019	May 5, 2019	May 10, 2019
May 5 - May 18	May 16, 2019	May 19, 2019	May 24, 2019
May 19 - June 1	May 30, 2019	June 2, 2019	June 7, 2019
June 2 - June 15	June 13, 2019	June 16, 2019	June 21, 2019
June 16 - June 29	June 26, 2019*	June 26, 2019*	July 5, 2019
June 30 - July 13	July 11, 2019	July 14, 2019	July 19, 2019
July 14 - July 27	July 25, 2019	July 28, 2019	Aug 2, 2019
July 28 - Aug 10	Aug 8, 2019	Aug 11, 2019	Aug 16, 2019
Aug 11 - Aug 24	Aug 22, 2019	Aug 25, 2019	Aug 30, 2019
Aug 25 - Sep 7	Sep 5, 2019	Sep 8, 2019	Sep 13, 2019
Sep 8 - Sep 21	Sep 19, 2019	Sep 22, 2019	Sep 27, 2019
Sep 22 - Oct 5	Oct 3, 2019	Oct 6, 2019	Oct 11, 2019
Oct 6 - Oct 19	Oct 17, 2019	Oct 20,2019	Oct 25, 2019
Oct 20 - Nov 2	Oct 31, 2019	Nov 3, 2019	Nov 8, 2019
Nov 3 - Nov 16	Nov 14, 2019	Nov 17, 2019	Nov 22, 2019
Nov 17 - Nov 30	Nov 26, 2019*	Dec 1, 2019	Dec 6, 2019
Dec 1 - Dec 14	Dec 12, 2019	Dec 15, 2019	Dec 20, 2019

*Early due dates as a result of an upcoming holiday. Managers may need to estimate time for time clock and web clock employees except for federal work study students.

Payroll Services
Email - Payroll@Kennesaw.edu
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This schedule is subject to change, based on the final Shared Services Center update releases, any update can be found by visiting Payroll Services

Document updated: 2019-09-10

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Annual Payroll Schedule

12 Month Pay Groups

Twelve Month Faculty
Salaried Administrators and Staff

Payroll Period	SPARs/STRs Due to Payroll by 5:00 pm	OneUSG Time Entry & Approvals Due by COB	Paycheck Issue Date
Jan 2019	Jan 18, 2019	Jan 18, 2019	Jan 31, 2019
Feb 2019	Feb 18, 2019	Feb 18, 2019	Feb 28, 2019
Mar 2019	Mar 18, 2019	Mar 18, 2019	Mar 29, 2019
Apr 2019	Apr 19, 2019	Apr 19, 2019	Apr 30, 2019
May 2019	May 21, 2019	May 21, 2019	May 31, 2019
June 2019	June 17, 2019	June 17, 2019	June 28, 2019
July 2019	July 22, 2019	July 22, 2019	July 31, 2019
Aug 2019	Aug 19, 2019	Aug 19, 2019	Aug 30, 2019
Sep 2019	Sep 16, 2019	Sep 16, 2019	Sep 30, 2019
Oct 2019	Oct 22, 2019	Oct 22, 2019	Oct 31, 2019
Nov 2019	Nov 19, 2019	Nov 19, 2019	Nov 29, 2019
Dec 2019	Dec 16, 2019	Dec 16, 2019	Dec 31, 2019

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Annual Payroll Schedule

10 Month Pay Groups

Ten Month Faculty
Graduate Assistants
Part-time Faculty

Payroll Period	SPARs Due to Payroll by 5:00 pm	OneUSG Time Entry & Approvals Due by COB	Paycheck Issue Date
Jan 2019	Jan 18, 2019	Jan 18, 2019	Jan 31, 2019
Feb 2019	Feb 18, 2019	Feb 18, 2019	Feb 28, 2019
Mar 2019	Mar 18, 2019	Mar 18, 2019	Mar 29, 2019
Apr 2019	Apr 19, 2019	Apr 19, 2019	Apr 30, 2019
May 2019	May 21, 2019	May 21, 2019	May 31, 2019
June 2019 July 2019	See Summer Faculty Payroll Schedule		
Aug 2019	Aug 19, 2019	Aug 19, 2019	Aug 30, 2019
Sep 2019	Sep 16, 2019	Sep 16, 2019	Sep 30, 2019
Oct 2019	Oct 22, 2019	Oct 22, 2019	Oct 31, 2019
Nov 2019	Nov 19, 2019	Nov 19, 2019	Nov 29, 2019
Dec 2019	Dec 16, 2019	Dec 16, 2019	Dec 31, 2019

Summer Faculty Pay Schedule

Payroll Period	Session	Paycheck Issue Date
Maymester 2019	Summer Session I	May 31, 2019
June 2019	Summer Session I	June 28, 2019
July 2019	Summer Session II	July 31, 2019

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