

# UW PAYROLL DEADLINES - FISCAL YEAR 2024-2025

## Hourly Biweekly Payroll

Completed in HCM / WyoCloud					
Payroll Deadline* (All HCM Transactions)	Time Card Begins	Time Card Ends	Time Card Finalized by Employee ^	Time Card Approved by Supervisor ~	Pay Day
7/5/2024	7/7/2024	7/20/2024	7/23/2024	7/24/2024	7/31/2024
7/19/2024	7/21/2024	8/3/2024	8/6/2024	8/7/2024	8/14/2024
8/2/2024	8/4/2024	8/17/2024	8/20/2024	8/21/2024	8/28/2024
8/16/2024	8/18/2024	8/31/2024	9/3/2024	9/4/2024	9/11/2024
8/30/2024	9/1/2024	9/14/2024	9/17/2024	9/18/2024	9/25/2024
9/13/2024	9/15/2024	9/28/2024	10/1/2024	10/2/2024	10/9/2024
9/27/2024	9/29/2024	10/12/2024	10/15/2024	10/16/2024	10/23/2024
10/11/2024	10/13/2024	10/26/2024	10/29/2024	10/30/2024	11/6/2024
10/25/2024	10/27/2024	11/9/2024	11/12/2024	11/13/2024	11/20/2024
11/8/2024	11/10/2024	11/23/2024	11/26/2024	11/27/2024	12/4/2024
11/22/2024	11/24/2024	12/7/2024	12/10/2024	12/11/2024	12/18/2024
12/6/2024	12/8/2024	12/21/2024	12/24/2024	12/25/2024	12/31/2024
12/20/2024	12/22/2024	1/4/2025	1/7/2025	1/8/2025	1/15/2025
1/3/2025	1/5/2025	1/18/2025	1/21/2025	1/22/2025	1/29/2025
1/17/2025	1/19/2025	2/1/2025	2/4/2025	2/5/2025	2/12/2025
1/31/2025	2/2/2025	2/15/2025	2/18/2025	2/19/2025	2/26/2025
2/14/2026	2/16/2026	3/1/2025	3/4/2025	3/5/2025	3/12/2025
2/28/2025	3/2/2025	3/15/2025	3/18/2025	3/19/2025	3/26/2025
3/14/2025	3/16/2025	3/29/2025	4/1/2025	4/2/2025	4/9/2025
3/28/2025	3/30/2025	4/12/2025	4/15/2025	4/16/2025	4/23/2025
4/11/2025	4/13/2025	4/26/2025	4/29/2025	4/30/2025	5/7/2025
4/25/2025	4/27/2025	5/10/2025	5/13/2025	5/14/2025	5/21/2025
5/9/2025	5/11/2025	5/24/2025	5/27/2025	5/28/2025	6/4/2025
5/23/2025	5/25/2025	6/7/2025	6/10/2025	6/11/2025	6/18/2025
6/6/2025	6/8/2025	6/21/2025	6/24/2025	6/25/2025	7/2/2025
6/20/2025	6/22/2025	7/5/2025	7/8/2025	7/9/2025	7/16/2025
7/3/2025	7/6/2025	7/19/2025	7/22/2025	7/23/2025	7/30/2025
7/18/2025	7/20/2025	8/2/2025	8/5/2025	8/6/2025	8/13/2025

\* Hourly Payroll Deadline includes transactions like: Hires, Rehires, changes for Costing (Funding), Hourly Rate, Department, FTE, etc. These transactions **must** be completely approved in HCM/WyoCloud AND be to Payroll by the date indicated. Late transactions are not accepted and will be processed with the next scheduled biweekly payroll.

^ Date employee's Time Card must be loaded in HCM/WyoCloud (by 5:00 pm during academic year; 4:30 pm during summer hours).

~ Date supervisors must approve Time Card HCM/WyoCloud (by 5:00 pm during academic year; 4:30 pm during summer hours).

**Because January 1<sup>st</sup> is a bank holiday, this pay date will be Tuesday December 31<sup>st</sup>.**

# UW PAYROLL DEADLINES - FISCAL YEAR 2024-2025

## Salaried Monthly Payroll

\*Salaried *Non-Exempt* employees are required to complete a monthly Time Card. All hours worked and all absence hours, up to the “Time Period End” date noted below, must be reported in HCM/WyoCloud and require Supervisor approval. Salaried *Exempt* employees *do not* submit a Time Card but are required to submit all Absences (sick, vacation, etc).

Completed in HCM / WyoCloud					
All Monthly Payroll Employees		Salaried Non-Exempt Employees Only			
Payroll Deadline* (All HCM Transactions)	Pay Day	Time Period End	Time Card Finalized by Employee ^	Time Card Approved by Supervisor ~	
7/19/2024	7/31/2024	6/22/2024	7/9/2024	7/10/2024	
8/19/2024	8/30/2024	7/20/2024	8/6/2024	8/7/2024	
9/19/2024	9/30/2024	8/31/2024	9/17/2024	9/18/2024	
10/22/2024	10/31/2024	9/28/2024	10/15/2024	10/16/2024	
11/18/2024	11/27/2024	10/26/2024	11/12/2024	11/13/2024	
12/13/2024	12/23/2024	11/23/2024	12/10/2024	12/11/2024	
1/21/2025	1/31/2025	12/21/2024	1/7/2025	1/8/2025	
2/20/2025	2/28/2025	1/18/2025	2/18/2025	2/19/2025	
3/21/2025	3/31/2025	2/15/2025	3/18/2025	3/19/2025	
4/22/2025	4/30/2025	3/29/2025	4/15/2025	4/16/2025	
5/19/2025	5/30/2025	4/26/2025	5/13/2025	5/14/2025	
6/19/2025	6/30/2025	5/24/2025	6/10/2025	6/11/2025	
7/21/2025	7/31/2025	6/21/2025	7/8/2025	7/9/2025	
8/19/2025	8/29/2025	7/19/2025	8/5/2025	8/6/2025	

\* Monthly Payroll Deadlines include transactions like: Hires, Rehires, changes for Costing (Funding), Salary/Rate, Position, Title, Department, FTE, Calendar, Leave Without Pay, etc. These transactions **must** be completely approved in HCM/WyoCloud AND be to Payroll by the date indicated. Late transactions are not accepted and will be processed with the next scheduled monthly payroll.

^ Date employee’s Time Card must be loaded in HCM/WyoCloud (by 5:00 pm during academic year; 4:30 pm during summer hours).

~ Date supervisors must approve Time Card HCM/WyoCloud (by 5:00 pm during academic year; 4:30 pm during summer hours).