

UW PAYROLL DEADLINES - FISCAL YEAR 2022-2023

Hourly Biweekly Payroll

HCM - WyoCloud					
Payroll Transactions*	Time Period Start	Time Period End	Time Entered ^	Time Approved ^	Pay Day
6/24/2022	6/26/2022	7/9/2022	7/12/2022	7/13/2022	7/20/2022
7/8/2022	7/10/2022	7/23/2022	7/26/2022	7/27/2022	8/3/2022
7/22/2022	7/24/2022	8/6/2022	8/9/2022	8/10/2022	8/17/2022
8/5/2022	8/7/2022	8/20/2022	8/23/2022	8/24/2022	8/31/2022
8/19/2022	8/21/2022	9/3/2022	9/6/2022	9/7/2022	9/14/2022
9/2/2022	9/4/2022	9/17/2022	9/20/2022	9/21/2022	9/28/2022
9/16/2022	9/18/2022	10/1/2022	10/4/2022	10/5/2022	10/12/2022
9/30/2022	10/2/2022	10/15/2022	10/18/2022	10/19/2022	10/26/2022
10/14/2022	10/16/2022	10/29/2022	11/1/2022	11/2/2022	11/9/2022
10/28/2022	10/30/2022	11/12/2022	11/15/2022	11/16/2022	11/23/2022
11/11/2022	11/13/2022	11/26/2022	11/29/2022	11/30/2022	12/7/2022
11/23/2022	11/27/2022	12/10/2022	12/13/2022	12/14/2022	12/21/2022
12/9/2022	12/11/2022	12/24/2022	12/27/2022	12/28/2022	1/4/2023
12/22/2022	12/25/2022	1/7/2023	1/10/2023	1/11/2023	1/18/2023
1/6/2023	1/8/2023	1/21/2023	1/24/2023	1/25/2023	2/1/2023
1/20/2023	1/22/2023	2/4/2023	2/7/2023	2/8/2023	2/15/2023
2/3/2023	2/5/2023	2/18/2023	2/21/2023	2/22/2023	3/1/2023
2/17/2023	2/19/2023	3/4/2023	3/7/2023	3/8/2023	3/15/2023
3/3/2023	3/5/2023	3/18/2023	3/21/2023	3/22/2023	3/29/2023
3/17/2023	3/19/2023	4/1/2023	4/4/2023	4/5/2023	4/12/2023
3/31/2023	4/2/2023	4/15/2023	4/18/2023	4/19/2023	4/26/2023
4/14/2023	4/16/2023	4/29/2023	5/2/2023	5/3/2023	5/10/2023
4/28/2023	4/30/2023	5/13/2023	5/16/2023	5/17/2023	5/24/2023
5/12/2023	5/14/2023	5/27/2023	5/30/2023	5/31/2023	6/7/2023
5/26/2023	5/28/2023	6/10/2023	6/13/2023	6/14/2023	6/21/2023
6/9/2023	6/11/2023	6/24/2023	6/27/2023	6/28/2023	7/5/2023
6/23/2023	6/25/2023	7/8/2023	7/11/2023	7/12/2023	7/19/2023

* Hourly Payroll Transactions are items like Hires or Rehires; changes for Costing (Funding), Hourly Rate, Department, FTE, etc. These transactions must be completely approved in HCM and to Payroll by the date indicated. Late transactions will be processed with the next scheduled biweekly payroll.

^Date employee time must be loaded in HCM (by 5:00 pm during academic year; 4:30 pm during summer hours).

~Date employee time must be approved by supervisor in HCM (by 5:00 pm during academic year; 4:30 pm during summer hours)

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Salaried Monthly Payroll

*Salaried non-exempt employees please note the **Time Period End** date associated with each month. All Regular (work) hours and absences up to this date need to be reported in HCM by the corresponding **Time Entered** date.

HCM				
Payroll Transactions*	Time Period End	Time Entered ^	Time Approved ~	Pay Day
7/20/2022	6/25/2022	7/12/2022	7/13/2022	7/29/2022
8/19/2022	7/23/2022	8/9/2022	8/10/2022	8/31/2022
9/21/2022	8/20/2022	9/17/2022	9/8/2022	9/30/2022
10/20/2022	10/1/2022	10/18/2022	10/19/2022	10/31/2022
11/18/2022	10/29/2022	11/15/2022	11/16/2022	11/30/2022
12/9/2022	11/26/2022	12/13/2022	12/14/2022	12/22/2022
1/20/2023	12/24/2022	1/10/2023	1/11/2023	1/31/2023
2/17/2023	1/21/2023	2/7/2023	2/8/2023	2/28/2023
3/22/2023	2/18/2023	3/21/2023	3/22/2023	3/31/2023
4/19/2023	3/18/2023	4/18/2023	4/19/2023	4/28/2023
5/19/2023	4/29/2023	5/16/2023	5/17/2023	5/31/2023
6/21/2023	5/28/2023	6/13/2023	6/14/2023	6/30/2023

* Monthly Payroll Transactions are items like Hires or Rehires; changes for Costing (Funding), Salary/Rate, Position, Title, Department, FTE, Calendar, Leave without Pay, etc. These transactions must be completely approved in HCM and to Payroll by the date indicated. Late transactions will be processed with the next scheduled monthly payroll.

^Date employee time must be loaded in HCM (by 5:00 pm during academic year; 4:30 pm during summer hours).

~Date employee time must be approved by supervisor in HCM (by 5:00 pm during academic year; 4:30 pm during summer hours).