

UW PAYROLL DEADLINES - FISCAL YEAR 2018-2019

Hourly Bi-Weekly Payroll:

Please note – dates in Red are adjusted due to Holidays and will require earlier processing and time entry.

HRMS				
Payroll Transactions*	Time Entered ^	Time Period Start	Time Period End	Pay Day
12/14/2018	1/2/2019	12/16/2018	12/29/2018	1/9/2019
12/21/2018	1/15/2019	12/30/2018	1/12/2019	1/23/2019
1/11/2019	1/29/2019	1/13/2019	1/26/2019	2/6/2019
~1/25/2019~	2/12/2019	1/27/2019	2/9/2019	2/20/2019
2/8/2019	2/26/2019	2/10/2019	2/23/2019	3/6/2019
2/22/2019	3/12/2019	2/24/2019	3/9/2019	3/20/2019
3/8/2019	3/26/2019	3/10/2019	3/23/2019	4/3/2019

Salaried End of Month Payroll:

HRMS		
Payroll Papers*	Time Entered ^	Pay Day
1/21/2019	1/21/2019	1/31/2019
2/18/2019	2/18/2019	2/28/2019
3/19/2019**	3/19/2019**	3/29/2019

*Payroll Papers due in Human Resources for transactions within the corresponding time period.

~Starting January 22, 2019, all job related transactions will be completed in HCM and are due to Human Resources for approval by the payroll transaction date indicated. Examples are Hires or Rehires; Labor Distribution (Costing), Salary/Rate, Position, Title, Department, FTE, or Calendar changes; Leave without Pay.

** All time for the March 31, 2019 payroll will be processed in HRMS.

^Date employee time must be loaded in HRMS (by 5:00 pm).

UW PAYROLL DEADLINES - FISCAL YEAR 2018-2019

Hourly Bi-Weekly Payroll:

Oracle HCM					
Payroll Actions*	Time Entered ^	Time Approved ~	Time Period Start	Time Period End	Pay Day
3/22/2019	4/9/2019	4/10/2019	3/24/2019	4/6/2019	4/17/2019
4/5/2019	4/23/2019	4/24/2019	4/7/2019	4/20/2019	5/1/2019
4/19/2019	5/7/2019	5/8/2019	4/21/2019	5/4/2019	5/15/2019
5/3/2019	5/21/2019	5/22/2019	5/5/2019	5/18/2019	5/29/2019
5/17/2019	6/4/2019	6/5/2019	5/19/2019	6/1/2019	6/12/2019
5/31/2019	6/18/2019	6/19/2019	6/2/2019	6/15/2019	6/26/2019
6/14/2019	7/2/2019	7/3/2019	6/16/2019	6/29/2019	7/10/2019
6/28/2019	7/16/2019	7/17/2019	6/30/2019	7/13/2019	7/24/2019

Salaried End of Month Payroll:

Oracle HCM			
Payroll Actions*	Time Entered ^	Time Approved ~	Pay Day
3/19/2019**	3/19/2019**		3/29/2019
4/18/2019	4/18/2019	4/19/2019	4/30/2019
5/20/2019	5/20/2019	5/21/2019	5/31/2019
6/18/2019	6/18/2019	6/19/2019	6/28/2019

* Payroll Action are transactions for Hires or Rehires; Labor Distribution (Costing), Salary/Rate, Position, Title, Department, FTE, or Calendar changes; Leave without Pay, etc. These transactions must be approved in HCM by the date indicated for the associated time period.

** All papers and time for the March 31, 2019 payroll will be processed in HRMS.

^Date employee time must be loaded in HCM.

~Date employee time must be approved by supervisor in HCM (by 5:00 pm).