

Switch From Semi-Monthly to Bi-Weekly Payroll for Hourly, Non-Benefited Jobs and Student Employees

In preparation for HCM implementation, we will be converting payroll for hourly, non-benefited jobs and student employees from semi-monthly to bi-weekly, **effective July 1, 2018**. This change will allow us to effectively run parallel payrolls for testing prior to going live in HCM on October 8, 2018.

The new Payroll Calendars are printed below. **Be aware of the new dates for time entry in HRMS, and time entry and approval in HCM, to ensure that employees are paid accurately and on time.** Due to the additional time commitment required to move to a bi-weekly payroll, it will be our basic policy to avoid issuing manual checks between payroll periods.

Please direct any questions to our Payroll Department at 307-766-2217.

UW PAYROLL DEADLINES - FISCAL YEAR 2018-2019

Hourly Bi-Weekly Payroll:

HRMS				
Payroll Papers*	Time Period Start	Time Period End	Time Entered ^	Pay Day
6/29/2018	7/1/2018	7/14/2018	7/17/2018	7/25/2018
7/13/2018	7/15/2018	7/28/2018	7/31/2018	8/8/2018
7/27/2018	7/29/2018	8/11/2018	8/14/2018	8/22/2018
8/10/2018	8/12/2018	8/25/2018	8/28/2018	9/5/2018
8/24/2018	8/26/2018	9/8/2018	9/11/2018	9/19/2018
9/7/2018	9/9/2018	9/22/2018	9/25/2018	10/3/2018

*Payroll Papers due in Human Resources for transactions within the corresponding time period. Examples are Hires or Rehires; Labor Distribution (Costing), Salary/Rate, Position, Title, Department, FTE, or Calendar changes; Leave without Pay. In HCM these transactions will be referred to as "Payroll Actions".

^Date employee time must be loaded in HRMS.

Oracle HCM Go-live October 8, 2018

Please note – dates in red are adjusted due to Holidays and will require earlier processing, time entry and time approvals

Hourly Bi-Weekly Payroll:

Oracle HCM					
Payroll Actions*	Time Period Start	Time Period End	Time Entered ^	Time Approved ~	Pay Day
9/21/2018	9/23/2018	10/6/2018	10/9/2018	10/10/2018	10/17/2018
10/5/2018	10/7/2018	10/20/2018	10/23/2018	10/24/2018	10/31/2018
10/19/2018	10/21/2018	11/3/2018	11/6/2018	11/7/2018	11/14/2018
11/2/2018	11/4/2018	11/17/2018	11/19/2018	11/20/2018	11/28/2018
11/16/2018	11/18/2018	12/1/2018	12/4/2018	12/5/2018	12/12/2018
11/30/2018	12/2/2018	12/15/2018	12/18/2018	12/19/2018	12/26/2018
12/14/2018	12/16/2018	12/29/2018	1/2/2019	1/3/2019	1/9/2019
12/21/2018	12/30/2018	1/12/2019	1/15/2019	1/16/2019	1/23/2019
1/11/2019	1/13/2019	1/26/2019	1/29/2019	1/30/2019	2/6/2019
1/25/2019	1/27/2019	2/9/2019	2/12/2019	2/13/2019	2/20/2019
2/8/2019	2/10/2019	2/23/2019	2/26/2019	2/27/2019	3/6/2019
2/22/2019	2/24/2019	3/9/2019	3/12/2019	3/13/2019	3/20/2019
3/8/2019	3/10/2019	3/23/2019	3/26/2019	3/27/2019	4/3/2019
3/22/2019	3/24/2019	4/6/2019	4/9/2019	4/10/2019	4/17/2019
4/5/2019	4/7/2019	4/20/2019	4/23/2019	4/24/2019	5/1/2019
4/19/2019	4/21/2019	5/4/2019	5/7/2019	5/8/2019	5/15/2019
5/3/2019	5/5/2019	5/18/2019	5/21/2019	5/22/2019	5/29/2019
5/17/2019	5/19/2019	6/1/2019	6/4/2019	6/5/2019	6/12/2019
5/31/2019	6/2/2019	6/15/2019	6/18/2019	6/19/2019	6/26/2019
6/14/2019	6/16/2019	6/29/2019	7/2/2019	7/3/2019	7/10/2019
6/28/2018	6/30/2019	7/13/2019	7/16/2019	7/17/2019	7/24/2019

* Payroll Actions 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.

^Date employee time must be loaded in HCM.

~Date employee time must be approved by supervisor in HCM.