

# UW PAYROLL DEADLINES - FISCAL YEAR 2019-2020

## Hourly Bi-Weekly Payroll

Please note – dates in Red are adjusted due to Holidays

HCM					
Payroll Transactions*	Time Period Start	Time Period End	Time Entered ^	Time Approved ^	Pay Day
6/14/2019	6/16/2019	6/29/2019	7/2/2019	7/3/2019	7/10/2019
6/28/2019	6/30/2019	7/13/2019	7/16/2019	7/17/2019	7/24/2019
7/12/2019	7/14/2019	7/27/2019	7/30/2019	7/31/2019	8/7/2019
7/26/2019	7/28/2019	8/10/2019	8/13/2019	8/14/2019	8/21/2019
8/9/2019	8/11/2019	8/24/2019	8/27/2019	8/28/2019	9/4/2019
8/23/2019	8/25/2019	9/7/2019	9/10/2019	9/11/2019	9/18/2019
9/6/2019	9/8/2019	9/21/2019	9/24/2019	9/25/2019	10/2/2019
9/20/2019	9/22/2019	10/5/2019	10/8/2019	10/9/2019	10/16/2019
10/4/2019	10/6/2019	10/19/2019	10/22/2019	10/23/2019	10/30/2019
10/18/2019	10/20/2019	11/2/2019	11/5/2019	11/6/2019	11/13/2019
11/1/2019	11/3/2019	11/16/2019	11/19/2019	11/20/2019	11/27/2019
11/15/2019	11/17/2019	11/30/2019	12/3/2019	12/4/2019	12/11/2019
11/27/2019	12/1/2019	12/14/2019	12/17/2019	12/18/2019	12/24/2019
12/13/2019	12/15/2019	12/28/2019	1/2/2020	1/3/2020	1/8/2020
12/27/2019	12/29/2019	1/11/2020	1/14/2020	1/15/2020	1/22/2020
1/10/2020	1/12/2020	1/25/2020	1/28/2020	1/29/2020	2/5/2020
1/24/2020	1/26/2020	2/8/2020	2/11/2020	2/12/2020	2/19/2020
2/7/2020	2/9/2020	2/22/2020	2/25/2020	2/26/2020	3/4/2020
2/21/2020	2/23/2020	3/7/2020	3/10/2020	3/11/2020	3/18/2020
3/6/2020	3/8/2020	3/21/2020	3/24/2020	3/25/2020	4/1/2020
3/20/2020	3/22/2020	4/4/2020	4/7/2020	4/8/2020	4/15/2020
4/3/2020	4/5/2020	4/18/2020	4/21/2020	4/22/2020	4/29/2020
4/17/2020	4/19/2020	5/2/2020	5/5/2020	5/6/2020	5/13/2020
5/1/2020	5/3/2020	5/16/2020	5/19/2020	5/20/2020	5/27/2020
5/15/2020	5/17/2020	5/30/2020	6/2/2020	6/3/2020	6/10/2020
5/29/2020	5/31/2020	6/13/2020	6/16/2020	6/17/2020	6/24/2020
6/12/2020	6/14/2020	6/27/2020	6/30/2020	7/1/2020	7/8/2020
6/26/2020	6/28/2020	7/11/2020	7/14/2020	7/15/2020	7/22/2020

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

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

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

## Salaried Monthly Payroll

HCM			
Payroll Transactions*	Time Entered ^	Time Approved ~	Pay Day
7/19/2019	7/19/2019	7/22/2019	7/31/2019
8/20/2019	8/20/2019	8/20/2019	8/30/2019
9/18/2019	9/18/2019	9/19/2019	9/30/2019
10/21/2019	10/21/2019	10/22/2019	10/31/2019
11/18/2019	11/18/2019	11/19/2019	11/27/2019
12/11/2019	12/11/2019	12/12/2019	12/23/2019
1/21/2020	1/21/2020	1/22/2020	1/31/2020
2/18/2020	2/18/2020	2/19/2020	2/28/2020
3/19/2020	3/19/2020	3/20/2020	3/31/2020
4/20/2020	4/20/2020	4/21/2020	4/30/2020
5/18/2020	5/18/2020	5/19/2020	5/29/2020
6/18/2020	6/18/2020	6/19/2020	6/30/2020

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

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

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