

UW PAYROLL DEADLINES - FISCAL YEAR 2020-2021

Hourly Biweekly Payroll

****PLEASE NOTE**** Due to Winter Closure, there will not be a separate biweekly payroll for hours worked 12/13/20 – 12/26/20. These hours will be paid along with the hours for the following biweekly payroll (12/27/20 – 01/09/21)

HCM					
Payroll Transactions*	Time Period Start	Time Period End	Time Entered ^	Time Approved ^	Pay Day
6/26/2020	6/28/2020	7/11/2020	7/14/2020	7/15/2020	7/22/2020
7/10/2020	7/12/2020	7/25/2020	7/28/2020	7/29/2020	8/5/2020
7/24/2020	7/26/2020	8/8/2020	8/11/2020	8/12/2020	8/19/2020
8/7/2020	8/9/2020	8/22/2020	8/25/2020	8/26/2020	9/2/2020
8/21/2020	8/23/2020	9/5/2020	9/8/2020	9/9/2020	9/16/2020
9/4/2020	9/6/2020	9/19/2020	9/22/2020	9/23/2020	9/30/2020
9/18/2020	9/20/2020	10/3/2020	10/6/2020	10/7/2020	10/14/2020
10/2/2020	10/4/2020	10/17/2020	10/20/2020	10/21/2020	10/28/2020
10/16/2020	10/18/2020	10/31/2020	11/3/2020	11/4/2020	11/11/2020
10/30/2020	11/1/2020	11/14/2020	11/17/2020	11/18/2020	11/25/2020
11/13/2020	11/15/2020	11/28/2020	12/1/2020	12/2/2020	12/9/2020
11/25/2020	11/29/2020	12/12/2020	12/15/2020	12/16/2020	12/23/2020
**12/11/2020	12/13/2020	12/26/2020	1/12/2021	1/13/2021	1/20/2021
12/23/2020	12/27/2020	1/9/2021	1/12/2021	1/13/2021	1/20/2021
1/8/2021	1/10/2021	1/23/2021	1/26/2021	1/27/2021	2/3/2021
1/22/2021	1/24/2021	2/6/2021	2/9/2021	2/10/2021	2/17/2021
2/5/2021	2/7/2021	2/20/2021	2/23/2021	2/24/2021	3/3/2021
2/19/2021	2/21/2021	3/6/2021	3/9/2021	3/10/2021	3/17/2021
3/5/2021	3/7/2021	3/20/2021	3/23/2021	3/24/2021	3/31/2021
3/19/2021	3/21/2021	4/3/2021	4/6/2021	4/7/2021	4/14/2021
4/2/2021	4/4/2021	4/17/2021	4/20/2021	4/21/2021	4/28/2021
4/16/2021	4/18/2021	5/1/2021	5/4/2021	5/5/2021	5/12/2021
4/30/2021	5/2/2021	5/15/2021	5/18/2021	5/19/2021	5/26/2021
5/14/2021	5/16/2021	5/29/2021	6/1/2021	6/2/2021	6/9/2021
5/28/2021	5/30/2021	6/12/2021	6/15/2021	6/16/2021	6/23/2021
6/11/2021	6/13/2021	6/26/2021	6/29/2021	6/30/2021	7/7/2021
6/25/2021	6/27/2021	7/10/2021	7/13/2021	7/14/2021	7/21/2021

* Hourly Payroll Transactions are actions like Hires or Rehires; changes for Costing (Funding), Hourly Rate, Department, FTE, etc. These transactions must be completely approved in HCM through 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 Period End	Time Entered ^	Time Approved ~	Pay Day
7/17/2020	7/11/2020	7/14/2020	7/15/2020	7/31/2020
8/20/2020	7/25/2020	8/11/2020	8/12/2020	8/31/2020
9/18/2020	9/5/2020	9/8/2020	9/9/2020	9/30/2020
10/21/2020	10/17/2020	10/20/2020	10/21/2020	10/30/2020
11/18/2020	11/14/2020	11/17/2020	11/18/2020	11/30/2020
12/11/2020	11/28/2020	12/1/2020	12/2/2020	12/23/2020
1/21/2021	1/9/2021	1/12/2021	1/13/2021	1/29/2021
2/18/2021	2/6/2021	2/9/2021	2/10/2021	2/26/2021
3/19/2021	3/6/2021	3/9/2021	3/10/2021	3/31/2021
4/20/2021	4/17/2021	4/20/2021	4/21/2021	4/30/2021
5/18/2021	5/15/2021	5/18/2021	5/19/2021	5/28/2021
6/18/2021	6/12/2021	6/15/2021	6/16/2021	6/30/2021

* Monthly Payroll Transactions are actions 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 through 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).