



UW

Human Resources



Important Payroll Information for December

Salaried Monthly Payroll Dates

- **Paycheck Date:** Tuesday December 23, 2025.
 - Insurance premium rate increases will be reflected on the December paycheck. See the [Benefit Press](#) for more details.
- **Early Payroll Deadline:** Monday, December 15.
- **Action Required:** Payroll transactions must be **fully approved in WyoCloud by December 15th** to appear on the December 23rd paycheck. Late transactions will be processed on the **January 30, 2026** payroll.
- **Note:** Timely submission is crucial due to end-of-year tax reporting.

Hourly Biweekly Payroll Dates

- **Paycheck Date:** Wednesday, December 31, 2025.
- **Early Time Entry Deadline:** 10:30 am Tuesday, December 23.
- **Early Supervisor Approval Deadline:** 5:00 pm Tuesday, December 23. (timecards will auto-approve after this time)
- **Timecard Feed Submission:** From 8:00 am Thursday, December 18 through 10:00 am Tuesday, December 23.
- **For assistance, contact Marti in Payroll at 766-2257.**

Address Updates for W-2 Delivery

- **Why it Matters:** Ensure your address is current in WyoCloud to avoid delays in W-2 tax form delivery. The post office will **not forward W-2s**, and returned mail causes delays for employees and the Payroll office.
- **How to Update:**
 - Update your **home and mailing address** in WyoCloud.
 - **Do not delete** any addresses.
 - Review the [‘Updating Personal Information’](#) Quick Reference Guide for guidance.

W-2 Form Delivery Preferences

- **Action Required:** We encourage all active employees to opt for **electronic delivery** of W-2 forms in WyoCloud.
 - **How to Update:** Review the [‘Update Document Delivery Preferences’](#) Quick Reference Guide for guidance.
 - **Note:** Select **"online"** (*not* "online and paper").
 - **Access:** You must be actively employed to receive an electronic W-2. Those who have separated from UW service will receive a paper W-2 form.

Review Tax Withholding Information

- Life changing events such as marriage or the addition of a child are examples of what may affect tax withholding. We encourage employees to routinely review their W-4 withholdings to ensure that tax obligations are reflected accurately on their paychecks.
 - **Helpful Tool:** [IRS Tax Withholding Estimator](#).

Review the [‘Update Tax Withholding \(W-4\)’](#) Quick Reference Guide to make updates.