

Revised Holiday Deadlines for Hourly Non-Benefited Time Card Submissions and Supervisor Approvals

There is a one-time due date change for a time card in December.

- The time card covering December 7, 2025 to December 20, 2025 must be submitted by all hourly non-benefited employees, by **10:30 am on Tuesday, December 23**.
- Time cards will be submitted at **11:00 am on Tuesday, December 23** to supervisors to approve.
- Supervisors must review and approve all time cards by **5:00 pm on Tuesday, December 23** (UW's last working day).

The Payroll team will complete the payroll over winter break for the December 31, 2025 pay date. Time cards missing these deadlines will be paid in January, 2026. We appreciate your help with this year-end deadline change.

UW Payroll extends their warmest wishes in this holiday season to you!