



## December 2019 Payroll and HCM Key Deadlines

Below are some important updates to Payroll related deadlines, including the December changes to time entry, approvals, and hiring.

### Payroll End of Year Deadlines Update

As we approach the end of the calendar year, Payroll has made some important updates to hiring and salary/compensation deadlines for the December Payroll.

- **Hiring:** All hires who will have a December start date MUST be fully processed, approved and offer accepted by the candidate no later than **Wednesday, December 11<sup>th</sup>**. Any December hires processed after this date will have any December pay, paid on the January payroll.
- **Salary/Compensation Transactions:** For salaried employees, the deadlines for salary changes and/or compensation transactions has also been updated. These transactions must be *submitted and fully approved by December 11<sup>th</sup>* to be reflected on the final December payroll. There is no change to the previously published deadlines for hourly employee salary/compensation changes.
- **Time Entry AND Approval Deadline Change:** For the next December payrolls, the deadlines for time entry and approval have been moved up.
  - **Hourly Employees: Time Worked December 1 – 14 Pay Period**
    - **Time Entry Due:** Monday, December 16
    - **Supervisor Approval Due:** Tuesday, December 17
  - **Salaried Non-Exempt: As per usual, salaried non-exempt employees will get a December paycheck. However** for things such as compensatory time to be reflected on the December payroll time from December 1-14 will need to be entered by December 16<sup>th</sup> and approved by December 17<sup>th</sup>.

### Updating Direct Deposit for Payroll and/or Expense Reimbursements

To set up or update bank account information for direct deposit on payroll, follow the quick reference guide for [Adding/Editing Direct Deposit/Payment Methods for Payroll](#). Please note, any bank account added/updated on the payroll side will automatically be added as the primary bank account for expense reimbursements within the Expense module. If you would like to use a different bank account for expense reimbursements, follow the quick reference guide for [Adding/Editing Expense Reimbursement Direct Deposit Information](#). It is recommended to make changes to the payroll direct deposit prior to making changes to the expenses module if you have payroll changes; otherwise, you can update the expense module bank account without any changes to payroll direct deposit. If desired, you can also elect to get expense reimbursements paid via check by selecting "check" as your payment option within an expense report.

For Payroll related questions please email [payroll1@uwyo.edu](mailto:payroll1@uwyo.edu). For direct deposit (expenses or payroll) and WyoCloud training questions, please contact the Help Desk at [userhelp@uwyo.edu](mailto:userhelp@uwyo.edu).

Thank you,

Payroll, Human Resources and Financial Affairs