



Below you will see the action completion dates that are required for changes to be effective for each coming payroll. All HCM transactions that affect employee pay must be initiated and completely approved by the dates noted in the “Payroll Actions Completed” column listed below.

Transactions that impact payroll include:

- Working Hours (FTE)
- Manage Compensation or Manage Salary (Salary/Rate)
- Assignment Change (Position, Title, Department)
- Hires or Rehires
- Costing (Labor Distribution)

HRMS Hourly Bi-Weekly Payroll			
Payroll Actions Completed	Time Period Start Date	Time Period End Date	Pay Day
5/17/2019	5/19/2019	6/1/2019	6/12/2019
5/31/2019	6/2/2019	6/15/2019	6/26/2019

HCM Hourly Bi-Weekly Payroll			
Payroll Actions Completed	Time Period Start Date	Time Period End Date	Pay Day
6/14/2019	6/16/2019	6/29/2019	7/10/2019
6/28/2019	6/30/2019	7/13/2019	7/24/2019
7/12/2019	7/14/2019	7/27/2019	8/7/2019
7/26/2019	7/28/2019	8/10/2019	8/21/2019
8/9/2019	8/11/2019	8/24/2019	9/4/2019
8/23/2019	8/25/2019	9/7/2019	9/18/2019
9/6/2019	9/8/2019	9/21/2019	10/2/2019
9/20/2019	9/22/2019	10/5/2019	10/16/2019

HRMS Salaried Monthly Payroll	
Payroll Actions Completed	Pay Day
6/18/2019	6/28/2019

HCM Salaried Monthly Payroll	
Payroll Actions Completed	Pay Day
7/19/19	7/31/2019
8/20/19	8/30/2019
9/18/19	9/30/2019

For example, if a salaried employee received a salary adjustment to be effective June 1st, for it to be included on the June payroll, Manage Salary would need to be initiated and fully approved by June 18th.

Any transactions that are not fully approved by the deadline will be paid on the next payroll following approval.

If you have additional questions regarding these deadlines, please refer to the Payroll website, contact the Help Desk at userhelp@uwyo.edu | 307-766-4357, Option #1, or Payroll at 307-766-2377.

Best,

The WyoCloud Team

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