

UW PAYROLL DEADLINES - FISCAL YEAR 2021-2022

Hourly Biweekly Payroll

****PLEASE NOTE**** Due to Winter Closure, there will not be a biweekly pay day for hours worked 12/12/21 – 12/25/21. These hours will be processed and paid with the hours for the following biweekly payroll (12/26/21 – 01/08/22) on 1/19/2022.

HCM					
Payroll Transactions*	Time Period Start	Time Period End	Time Entered ^	Time Approved ^	Pay Day
6/25/2021	6/27/2021	7/10/2021	7/13/2021	7/14/2021	7/21/2021
7/9/2021	7/11/2021	7/24/2021	7/27/2021	7/28/2021	8/4/2021
7/23/2021	7/25/2021	8/7/2021	8/10/2021	8/11/2021	8/18/2021
8/6/2021	8/8/2021	8/21/2021	8/24/2021	8/25/2021	9/1/2021
8/20/2021	8/22/2021	9/4/2021	9/7/2021	9/8/2021	9/15/2021
9/3/2021	9/5/2021	9/18/2021	9/21/2021	9/22/2021	9/29/2021
9/17/2021	9/19/2021	10/2/2021	10/5/2021	10/6/2021	10/13/2021
10/1/2021	10/3/2021	10/16/2021	10/19/2021	10/20/2021	10/27/2021
10/15/2021	10/17/2021	10/30/2021	11/2/2021	11/3/2021	11/10/2021
10/29/2021	10/31/2021	11/13/2021	11/16/2021	11/17/2021	11/24/2021
11/12/2021	11/14/2021	11/27/2021	11/30/2021	12/1/2021	12/8/2021
11/24/2021	11/28/2021	12/11/2021	12/14/2021	12/15/2021	12/22/2021
** 12/10/2021	12/12/2021	12/25/2021	1/11/2022	1/12/2022	1/19/2022
12/23/2021	12/26/2021	1/8/2022	1/11/2022	1/12/2022	1/19/2022
1/7/2022	1/9/2022	1/22/2022	1/25/2022	1/26/2022	2/2/2022
1/21/2022	1/23/2022	2/5/2022	2/8/2022	2/9/2022	2/16/2022
2/4/2022	2/6/2022	2/19/2022	2/22/2022	2/23/2022	3/2/2022
2/18/2022	2/20/2022	3/5/2022	3/8/2022	3/9/2022	3/16/2022
3/4/2022	3/6/2022	3/19/2022	3/22/2022	3/23/2022	3/30/2022
3/18/2022	3/20/2022	4/2/2022	4/5/2022	4/6/2022	4/13/2022
4/1/2022	4/3/2022	4/16/2022	4/19/2022	4/20/2022	4/27/2022
4/15/2022	4/17/2022	4/30/2022	5/3/2022	5/4/2022	5/11/2022
4/29/2022	5/1/2022	5/14/2022	5/17/2022	5/18/2022	5/25/2022
5/13/2022	5/15/2022	5/28/2022	5/31/2022	6/1/2022	6/8/2022
5/27/2022	5/29/2022	6/11/2022	6/14/2022	6/15/2022	6/22/2022
6/10/2022	6/12/2022	6/25/2022	6/28/2022	6/29/2022	7/6/2022
6/24/2022	6/26/2022	7/2/2022	7/12/2022	7/13/2022	7/20/2022

* Hourly Payroll Transactions are items like Hires or Rehires; changes for Costing (Funding), Hourly Rate, Department, FTE, etc. These transactions must be completely approved in HCM and to Payroll by the date indicated. Late transactions will be processed with the next scheduled biweekly payroll.

^Date employee time must be loaded in HCM (by 5:00 pm during academic year and 4:30 pm during summer hours).

~Date employee time must be approved by supervisor in HCM (by 5:00 pm during academic year and 4:30 pm during summer hours)

Salaried Monthly Payroll

HCM				
Payroll Transactions*	Time Period End	Time Entered ^	Time Approved ~	Pay Day
7/20/2021	7/10/2021	7/13/2021	7/14/2021	7/30/2021
8/19/2021	8/7/2021	8/10/2021	8/11/2021	8/31/2021
9/20/2021	9/4/2021	9/7/2021	9/8/2021	9/30/2021
10/18/2021	10/16/2021	10/19/2021	10/20/2021	10/29/2021
11/15/2021	11/13/2021	11/16/2021	11/17/2021	11/30/2021
12/10/2021	12/11/2021	12/14/2021	12/15/2021	12/23/2021
1/19/2022	1/22/2022	1/25/2022	1/26/2022	1/31/2022
2/16/2022	2/19/2022	2/22/2022	2/23/2022	2/28/2022
3/21/2022	3/19/2022	3/22/2022	3/23/2022	3/31/2022
4/18/2022	4/16/2022	4/19/2022	4/20/2022	4/29/2022
5/18/2022	5/14/2022	5/17/2022	5/18/2022	5/31/2022
6/20/2022	6/11/2022	6/14/2022	6/15/2022	6/30/2022

* Monthly Payroll Transactions are items 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 and to Payroll by the date indicated. Late transactions will be processed with the next scheduled monthly payroll.

^Date employee time must be loaded in HCM (by 5:00 pm during academic year and 4:30 pm during summer hours).

~Date employee time must be approved by supervisor in HCM (by 5:00 pm during academic year and 4:30 pm during summer hours).