UW PAYROLL DEADLINES - FISCAL YEAR 2025-2026

Hourly Biweekly Payroll

		Completed in WyoCloud			
Payroll Deadline* (All WyoCloud Transactions)	Time Card Begins	Time Card Ends	Time Card Finalized by Employee ^	Time Card Approved by Supervisor ~	Pay Day
7/3/2025	7/6/2025	7/19/2025	7/22/2025	7/23/2025	7/30/2025
7/18/2025	7/20/2025	8/2/2025	8/5/2025	8/6/2025	8/13/2025
8/1/2025	8/3/2025	8/16/2025	8/19/2025	8/20/2025	8/27/2025
8/15/2025	8/17/2025	8/30/2025	9/2/2025	9/3/2025	9/10/2025
8/29/2025	8/31/2025	9/13/2025	9/16/2025	9/17/2025	9/24/2025
9/12/2025	9/14/2025	9/27/2025	9/30/2025	10/1/2025	10/8/2025
9/26/2025	9/28/2025	10/11/2025	10/14/2025	10/15/2025	10/22/2025
10/10/2025	10/12/2025	10/25/2025	10/28/2025	10/29/2025	11/5/2025
10/24/2025	10/26/2025	11/8/2025	11/11/2025	11/12/2025	11/19/2025
11/7/2025	11/9/2025	11/22/2025	11/25/2025	11/26/2025	12/3/2025
11/21/2025	11/23/2025	12/6/2025	12/9/2025	12/10/2025	12/17/2025
12/5/2025	12/7/2025	12/20/2025	12/23/2025	12/24/2025	12/31/2025
12/19/2025	12/21/2025	1/3/2026	1/6/2026	1/7/2026	1/14/2026
1/2/2026	1/4/2026	1/17/2026	1/20/2026	1/21/2026	1/28/2026
1/16/2026	1/18/2026	1/31/2026	2/3/2026	2/4/2026	2/11/2026
1/30/2026	2/1/2026	2/14/2026	2/17/2026	2/18/2026	2/25/2026
2/13/2026	2/15/2026	2/28/2026	3/3/2026	3/4/2026	3/11/2026
2/27/2026	3/1/2026	3/14/2026	3/17/2026	3/18/2026	3/25/2026
3/13/2026	3/15/2026	3/28/2026	3/31/2026	4/1/2026	4/8/2026
3/27/2026	3/29/2026	4/11/2026	4/14/2026	4/15/2026	4/22/2026
4/10/2026	4/12/2026	4/25/2026	4/28/2026	4/29/2026	5/6/2026
4/24/2026	4/26/2026	5/9/2026	5/12/2026	5/13/2026	5/20/2026
5/8/2026	5/10/2026	5/23/2026	5/26/2026	5/27/2026	6/3/2026
5/22/2026	5/24/2026	6/6/2026	6/9/2026	6/10/2026	6/17/2026
6/5/2026	6/7/2026	6/20/2026	6/23/2026	6/24/2026	7/1/2026
6/19/2026	6/21/2026	7/4/2026	7/7/2026	7/8/2026	7/15/2026

* Hourly Payroll Deadline includes transactions like: Hires, Rehires, changes for Costing (Funding), Hourly Rate, Department, FTE, etc. These transactions **must** be completely approved in WyoCloud AND be to Payroll by the date indicated. Late transactions are not accepted and will be processed with the next scheduled biweekly payroll.

^ Date employee's Time Card must be loaded in WyoCloud (by 5:00 pm during academic year; 4:30 pm during summer hours).

~ Date supervisors must approve Time Card WyoCloud (by 5:00 pm during academic year; 4:30 pm during summer hours).

UW PAYROLL DEADLINES - FISCAL YEAR 2025-2026

Salaried Monthly Payroll

*Salaried *Non-Exempt* employees are required to complete a monthly Time Card. All hours worked and all absence hours, up to the "Time Period End" date noted below, must be reported in WyoCloud and require Supervisor approval. Salaried *Exempt* employees *do not* submit a Time Card but are **required** to submit all Absences (sick, vacation, etc).

Completed in HCM / WyoCloud					
All Monthly Payroll Employees			**Salaried *Non-Exempt* Employees Only**		
Payroll Deadline* (All WyoCloud Transactions)	**Pay Day**		**Time Period End**	**Time Card Finalized by Employee ^**	**Time Card Approved by Supervisor ~**
7/22/2025	7/31/2025		6/21/2025	7/8/2025	7/9/2025
8/19/2025	8/29/2025		7/19/2025	8/5/2025	8/6/2025
9/19/2025	9/30/2025		8/16/2025	9/2/2025	9/3/2025
10/23/2025	10/31/2025		9/13/2025	9/30/2025	10/1/2025
11/17/2025	11/26/2025		10/25/2025	11/11/2025	11/12/2025
12/15/2025	12/23/2025		11/22/2025	12/9/2025	12/10/2025
1/21/2026	1/30/2026		12/20/2025	1/6/2026	1/7/2026
2/19/2026	2/27/2026		1/17/2026	2/3/2026	2/4/2026
3/23/2026	3/31/2026		2/14/2026	3/3/2026	3/4/2026
4/22/2026	4/30/2026		3/14/2026	3/31/2026	4/1/2026
5/18/2026	5/29/2026		4/25/2026	5/12/2026	5/13/2026
6/19/2026	6/30/206		5/23/2026	6/9/2026	6/10/2026
7/22/2026	7/31/2026		6/20/2026	7/7/2026	7/8/2026
8/20/2026	8/31/2026		7/18/2026	8/4/2026	8/5/2026

* Monthly Payroll Deadlines include transactions like: Hires, Rehires, changes for Costing (Funding), Salary/Rate, Position, Title, Department, FTE, Calendar, Leave Without Pay, etc. These transactions **must** be completely approved in WyoCloud AND be to Payroll by the date indicated. Late transactions are not accepted and will be processed with the next scheduled monthly payroll.

^ Date employee's Time Card must be loaded in WyoCloud (by 5:00 pm during academic year; 4:30 pm during summer hours).

~ Date supervisors must approve Time Card WyoCloud (by 5:00 pm during academic year; 4:30 pm during summer hours).