

UW PAYROLL DEADLINES - FISCAL YEAR 2023-2024

Hourly Biweekly Payroll

Completed in HCM / WyoCloud					
Payroll Deadline* (All HCM Transactions)	Time Card Begins	Time Card Ends	Time Card Finalized by Employee ^	Time Card Approved by Supervisor ~	Pay Day
6/23/2023	6/25/2023	7/8/2023	7/11/2023	7/12/2023	7/19/2023
7/7/2023	7/9/2023	7/22/2023	7/25/2023	7/26/2023	8/2/2023
7/21/2023	7/23/2023	8/5/2023	8/8/2023	8/9/2023	8/16/2023
8/4/2023	8/6/2023	8/19/2023	8/22/2023	8/23/2023	8/30/2023
8/18/2023	8/20/2023	9/2/2023	9/5/2023	9/6/2023	9/13/2023
9/1/2023	9/3/2023	9/16/2023	9/19/2023	9/20/2023	9/27/2023
9/15/2023	9/17/2023	9/30/2023	10/3/2023	10/4/2023	10/11/2023
9/29/2023	10/1/2023	10/14/2023	10/17/2023	10/18/2023	10/25/2023
10/13/2023	10/15/2023	10/28/2023	10/31/2023	11/1/2023	11/8/2023
10/27/2023	10/29/2023	11/11/2023	11/14/2023	11/15/2023	11/22/2023
11/10/2023	11/12/2023	11/25/2023	11/28/2023	11/29/2023	12/6/2023
11/24/2023	11/26/2023	12/9/2023	12/12/2023	12/13/2023	12/20/2023
12/8/2023	12/10/2023	12/23/2023	12/26/2023	12/27/2023	1/3/2024
12/22/2023	12/24/2023	1/6/2024	1/9/2024	1/10/2024	1/17/2024
1/5/2024	1/7/2024	1/20/2024	1/23/2024	1/24/2024	1/31/2024
1/19/2024	1/21/2024	2/3/2024	2/6/2024	2/7/2024	2/14/2024
2/2/2024	2/4/2024	2/17/2024	2/20/2024	2/21/2024	2/28/2024
2/16/2024	2/18/2024	3/2/2024	3/5/2024	3/6/2024	3/13/2024
3/1/2024	3/3/2024	3/16/2024	3/19/2024	3/20/2024	3/27/2024
3/15/2024	3/17/2024	3/30/2024	4/2/2024	4/3/2024	4/10/2024
3/29/2024	3/31/2024	4/13/2024	4/16/2024	4/17/2024	4/24/2024
4/12/2024	4/14/2024	4/27/2024	4/30/2024	5/1/2024	5/8/2024
4/26/2024	4/28/2024	5/11/2024	5/14/2024	5/15/2024	5/22/2024
5/10/2024	5/12/2024	5/25/2024	5/28/2024	5/29/2024	6/5/2024
5/24/2024	5/26/2024	6/8/2024	6/11/2024	6/12/2024	6/19/2024
6/7/2024	6/9/2024	6/22/2024	6/25/2024	6/26/2024	7/3/2024
6/21/2024	6/23/2024	7/6/2024	7/9/2024	7/10/2024	7/17/2024
7/5/2024	7/7/2024	7/20/2021	7/23/2024	7/24/2024	7/31/2024

* Hourly Payroll Deadline includes transactions like: Hires, Rehires, changes for Costing (Funding), Hourly Rate, Department, FTE, etc. These transactions **must** be completely approved in HCM/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 HCM/WyoCloud (by 5:00 pm during academic year; 4:30 pm during summer hours).

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

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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 HCM/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 HCM Transactions)	Pay Day	Time Period End	Time Card Finalized by Employee ^	Time Card Approved by Supervisor ~	
7/20/2023	7/31/2023	6/24/2023	7/11/2023	7/12/2023	
8/17/2023	8/31/2023	7/22/2023	8/8/2023	8/9/2023	
9/20/2023	9/29/2023	8/19/2023	9/19/2023	9/20/2023	
10/23/2023	10/31/2023	9/30/2023	10/17/2023	10/18/2023	
11/16/2023	11/30/2023	10/28/2023	11/14/2023	11/15/2023	
12/14/2023	12/22/2023	11/25/2023	12/12/2023	12/13/2023	
1/18/2024	1/31/2024	12/23/2023	1/9/2024	1/10/2024	
2/21/2024	2/29/2024	1/20/2024	2/20/2024	2/21/2024	
3/20/2024	3/29/2024	2/17/2024	3/19/2024	3/20/2024	
4/22/2024	4/30/2024	3/30/2024	4/16/2024	4/17/2024	
5/17/2024	5/31/2024	4/27/2024	5/14/2024	5/15/2024	
6/19/2024	6/28/2024	5/25/2024	6/11/2024	6/12/2024	
7/22/2024	7/31/2024	6/22/2024	7/9/2024	7/10/2024	
8/20/2024	8/30/2024	7/20/2024	8/6/2024	8/7/2024	

* 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 HCM/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 HCM/WyoCloud (by 5:00 pm during academic year; 4:30 pm during summer hours).

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