

2017 Campus Payroll and HCM Transaction Calendar**

January

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	*

July

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

* **First pay cycle processing in Workday**

Processing Deadlines

- Bank/UW Holidays
- Paydays
- Time and Absence Transaction Deadline (8:30 am) and Final Pay Calculation *see process grid for detail
- HCM Transaction Unit Approval Deadline (5:00 pm)*see process grid for detail
- Switch Primary Job Window Opens (ISC Responsibility)
- Pay Calc Opens/Switch Primary Job Window Closes (ISC Responsibility)
- Additional Payroll Requests Deadline (1:00pm): All retropay, overpayment, payroll deduction and foreign national paperwork

How to use this calendar:

This calendar identifies deadlines for unit approval on Workday processes. Processes that have completed unit level approvals by the dates identified above (indicated in red or purple) will be processed by the ISC and Central Business Units (Academic Human Resources, Compensation, Employee Relations, Employment, and Labor Relations) in time for the next pay date (in green), unless specifically communicated otherwise by the ISC or CBU to the unit. Specific processes and the person responsible for the final unit approval are listed on the next page.

**Note: Medical Centers have a separate Payroll and HCM Transaction Calendar

Payroll Impacting Business Process Grid

Time and Absence Business Processes	Final Unit Approver	Deadline
Enter Time/Correct Time	Time and Absence Approver	See Transaction calendar
Enter Absence/Request Absence/Correct Absence	Time and Absence Approver	See Transaction calendar
Assign Costing Allocations	Costing Allocation Coordinator	See Transaction calendar

HCM Business Processes	Final Unit Approver	Deadline
Add Additional Job - Academic Personnel+	Academic Dean/Dean's Delegate	7/14,7/31, 8/15, 8/31, 9/15, 9/31, 10/16, 10/31, 11/13, 11/30, 12/13, 12/19
Add Additional Job - Staff Campus*+	HR Partner	7/14,7/31, 8/15, 8/31, 9/15, 9/31, 10/16, 10/31, 11/13, 11/30, 12/13, 12/19
Add Additional Job – Student+	HR Partner	7/14,7/31, 8/15, 8/31, 9/15, 9/31, 10/16, 10/31, 11/13, 11/30, 12/13, 12/19
Change Job - Academic Personnel +	Academic Dean/Dean's Delegate	7/14,7/31, 8/15, 8/31, 9/15, 9/31, 10/16, 10/31, 11/13, 11/30, 12/13, 12/19
Change Job - Staff Campus*+	HR Partner	7/14,7/31, 8/15, 8/31, 9/15, 9/31, 10/16, 10/31, 11/13, 11/30, 12/13, 12/19
Change Job – Student +	HR Partner	7/14,7/31, 8/15, 8/31, 9/15, 9/31, 10/16, 10/31, 11/13, 11/30, 12/13, 12/19
Change Job - Data Change - Extend Employment End Date (Reappointment)- Academic Personnel	Unit Initiator	7/14,7/31, 8/15, 8/31, 9/15, 9/31, 10/16, 10/31, 11/13, 11/30, 12/13, 12/19
Change Job - Data Change - Extend Employment End Date- Staff Campus	HR Partner	7/14,7/31, 8/15, 8/31, 9/15, 9/31, 10/16, 10/31, 11/13, 11/30, 12/13, 12/19
Change Job - Data Change - Extend Employment End Date- Student	Unit Initiator	7/14,7/31, 8/15, 8/31, 9/15, 9/31, 10/16, 10/31, 11/13, 11/30, 12/13, 12/19
Change Job - Data Change - Voluntary FTE Change - Academic Personnel	Academic Dean/Dean's Delegate	7/14,7/31, 8/15, 8/31, 9/15, 9/31, 10/16, 10/31, 11/13, 11/30, 12/13, 12/19
Change Job - Data Change - Voluntary FTE Change - Staff Campus	HR Partner	7/14,7/31, 8/15, 8/31, 9/15, 9/31, 10/16, 10/31, 11/13, 11/30, 12/13, 12/19
Change Job - Data Change - Voluntary FTE Change – Student	Unit Initiator	7/14,7/31, 8/15, 8/31, 9/15, 9/31, 10/16, 10/31, 11/13, 11/30, 12/13, 12/19
Change Job - Data Change - Voluntary Location or Work Shift Change	HR Partner	7/14,7/31, 8/15, 8/31, 9/15, 9/31, 10/16, 10/31, 11/13, 11/30, 12/13, 12/19
Hire - Academic Personnel	Academic Dean/Dean's Delegate	7/14,7/31, 8/15, 8/31, 9/15, 9/31, 10/16, 10/31, 11/13, 11/30, 12/13, 12/19
Hire - Staff Campus*	HR Partner	7/14,7/31, 8/15, 8/31, 9/15, 9/31, 10/16, 10/31, 11/13, 11/30, 12/13, 12/19
Hire - Student	HR Partner	7/14,7/31, 8/15, 8/31, 9/15, 9/31, 10/16, 10/31, 11/13, 11/30, 12/13, 12/19
End Additional Job - Academic Personnel +	Academic Dean/Dean's Delegate	7/14,7/31, 8/15, 8/31, 9/15, 9/31, 10/16, 10/31, 11/13, 11/30, 12/13, 12/19
End Additional Job - Staff Campus/Student+	HR Partner	7/14,7/31, 8/15, 8/31, 9/15, 9/31, 10/16, 10/31, 11/13, 11/30, 12/13, 12/19
Request Compensation Change – Academic Personnel	Academic Dean/Dean's Delegate	7/14,7/31, 8/15, 8/31, 9/15, 9/31, 10/16, 10/31, 11/13, 11/30, 12/13, 12/19
Request Compensation Change – Staff Campus	Additional Approver	7/14,7/31, 8/15, 8/31, 9/15, 9/31, 10/16, 10/31, 11/13, 11/30, 12/13, 12/19
Request Compensation Change –Student	HR Partner	7/14,7/31, 8/15, 8/31, 9/15, 9/31, 10/16, 10/31, 11/13, 11/30, 12/13, 12/19
Request One Time Payment – Academic Personnel	Academic Dean/Dean's Delegate	7/14,7/31, 8/15, 8/31, 9/15, 9/31, 10/16, 10/31, 11/13, 11/30, 12/13, 12/19
Request One Time Payment - Staff Campus/Student	Additional Approver	7/14,7/31, 8/15, 8/31, 9/15, 9/31, 10/16, 10/31, 11/13, 11/30, 12/13, 12/19
Period Activity Pay – Academic Personnel	Academic Dean/Dean's Delegate	7/14,7/31, 8/15, 8/31, 9/15, 9/31, 10/16, 10/31, 11/13, 11/30, 12/13, 12/19
Period Activity Pay – Staff Campus/Student	Additional Approver	7/14,7/31, 8/15, 8/31, 9/15, 9/31, 10/16, 10/31, 11/13, 11/30, 12/13, 12/19
Termination (Voluntary or Involuntary) - Academic Personnel	Academic Dean/Dean's Delegate	7/14,7/31, 8/15, 8/31, 9/15, 9/31, 10/16, 10/31, 11/13, 11/30, 12/13, 12/19
Termination (Voluntary or Involuntary) - Staff Campus/ Student	HR Partner	7/14,7/31, 8/15, 8/31, 9/15, 9/31, 10/16, 10/31, 11/13, 11/30, 12/13, 12/19

This calendar and grid are designed to encourage a business model in which processes are initiated as far as possible in advance of their effective date. This calendar and payroll impacting business process grid provide a comprehensive view of deadlines by which the unit level approvals must be completed in advance of payroll calculations. The deadlines are established to help manage a unit's internal workflow. The processes that are approved meeting these deadlines will be reflected on the employee's next paycheck.

**indicates a process initiated in UWHIRES. Processes initiated in UWHIRES should always be done in advance of the effective date (start date) keeping in mind that the Create Position and Create Requisition processes have separate approvals and workflows that need to complete before Hire, Add Additional Job, and Change Job can be initiated.*

+ If the impacted employee has or will have multiple positions as a result of these business processes, those transactions must be initiated as far as possible in advance of the effective date (start date) to allow for processing complexities.