

# University of Minnesota Human Resources Payroll Calendar



## Important Information

Payroll forms to be applied to the subsequent pay must be received in Payroll by the Wednesday prior to the pay date when the changes are to be applied., including : W-4, MWR, Direct Deposit, and miscellaneous deduction requests.

The payroll update online request is used to make changes to employee pay after the Wednesday deadline but prior to confirming payroll. Payroll update changes are primarily done to prevent underpayment and overpayment. Changes to reported time should be entered on the timesheet prior to sending in the payroll update. For salaried pay, changes may be made to amounts and earnings codes.

All payroll updates received by the payroll update cutoff time will be processed. Requests received later than the cutoff day will be handled as time allows

Payroll Processing Schedule						
Week	Pay Period	Time / Absence Validation Deadline @ Noon	Job Data Deadline @ 4:30pm	Payroll Update Cutoff (@ 10am unless indicated)	Payday	
1	6/10/19 - 6/23/19	6/26/19	6/26/19	6/28/19	7/3/19	
2	6/24/19 - 7/7/19	7/10/19	7/10/19	7/12/19	7/17/19	
3	7/8/19 - 7/21/19	7/24/19	7/24/19	7/26/19	7/31/19	
4	7/22/19 - 8/4/19	8/7/19	8/7/19	8/9/19	8/14/19	
5	8/5/19 - 8/18/19	8/21/19	8/21/19	8/23/19	8/28/19	
6	8/19/19 - 9/1/19	9/4/19	9/4/19	9/6/19	9/11/19	
7	9/2/19 - 9/15/19	9/18/19	9/18/19	9/20/19	9/25/19	
8	9/16/19 - 9/29/19	10/2/19	10/2/19	10/4/19	10/9/19	
9	9/30/19 - 10/13/19	10/16/19	10/16/19	10/18/19	10/23/19	
10	10/14/19 - 10/27/19	10/30/19	10/30/19	11/1/19	11/6/19	
11	10/28/19 - 11/10/19	11/13/19	11/13/19	11/15/19	11/20/19	
12	11/11/19 - 11/24/19	11/26/19	11/26/19	11/27/19 @ 1pm	12/4/19	
13	11/25/19 - 12/8/19	12/11/19	12/11/19	12/13/19	12/18/19	
14	12/9/19 - 12/22/19	12/26/19 @ 2pm	12/26/19 @ 6pm	12/27/19 @ 1pm	Thursday 1/2/20	
15	12/23/19 - 1/5/20	1/8/20	1/8/20	1/10/20	1/15/20	
16	1/6/20 - 1/19/20	1/22/20	1/22/20	1/24/20	1/29/20	
17	1/20/20 - 2/2/20	2/5/20	2/5/20	2/7/20	2/12/20	
18	2/3/20 - 2/16/20	2/19/20	2/19/20	2/21/20	2/26/20	
19	2/17/20 - 3/1/20	3/4/20	3/4/20	3/6/20	3/11/20	
20	3/2/20 - 3/15/20	3/18/20	3/18/20	3/20/20	3/25/20	
21	3/16/20 - 3/29/20	4/1/20	4/1/20	4/3/20	4/8/20	
22	3/30/20 - 4/12/20	4/15/20	4/15/20	4/17/20	4/22/20	
23	4/13/20 - 4/26/20	4/29/20	4/29/20	5/1/20	5/6/20	
24	4/27/20 - 5/10/20	5/13/20	5/13/20	5/15/20	5/20/20	
25	5/11/20 - 5/24/20	5/27/20	5/27/20	5/29/20	6/3/20	
26	5/25/20 - 6/7/20	6/10/20	6/10/20	6/12/20	6/17/20	