

PAYROLL DEADLINES & PROCEDURES

The following deadlines & procedures have been established to allow for the efficient and timely processing of payroll information. Up to date [Payroll Schedules](#) are posted on the *Human Resource Services* (HRS) website. *Please note that the dates/times listed below are subject to change.*

Payroll Processing

Employees New to UM

- Electronic Hiring Forms (EHF) in U-Approve must be fully approved and finalized by the Human Resources Associate (HRA) one (1) month prior to the beginning of the pay period the new employee will begin.
- New Hire paperwork must be submitted in advance of the employee's start date to HRS in order to appear in the pay cycle in which the employee begins.
- Paperwork received after the deadline is considered late and will be worked on in date received order. If the employee's job record cannot be created prior to running the corresponding payroll, the employee's hours will be entered in the following pay period.

Returning Employees/Payroll Changes

- Electronic Hiring Forms (EHF) and Requests for Personnel Transaction (RPT) Forms in U-Approve; and employee personal changes must be fully approved and finalized by the Human Resources Associate (HRA) two (2) weeks prior to the beginning of the pay period the new employee will begin or the employee change request will take effect.
- Employee Personal Changes include:
 - Address Changes
 - Electronic Funds Transfer Authorization Changes (Direct Deposit)
 - W-4 Changes
 - Deferred Compensation Changes
 - Annuity Changes
 - Extra Deduction Changes

Payroll Processing Days of Note

Tuesday

- GTO/Web Time typically closes at 7:00 pm. *Time is subject to change.*
- If Monday or Tuesday is a holiday, GTO/Web Time will typically close Wednesday at noon.

Wednesday

- Paydays are every other week. If the payday falls on a holiday, payday will occur on the day before the holiday. **NOTE:** Employees may not have others pick up a paycheck for them without prior written authorization.

Friday

- GTO opens in the morning. *Time varies and is subject to change.*

Monday

- Payroll closes. *Time varies and is subject to change.*

NOTE: Interim checks are typically not available due to the shortness of time between payrolls. Please contact your HRA for more information.