

To: Deans, Directors, Academic and Administrative Department Heads
From: Jessica Higgins, Payroll Manager
Date: November 26, 2024
Subject: December 2024 Payroll Schedule and Important UWinside People Deadlines

Due to the limited time available to process payrolls during the month of December, we request your co-operation in adhering to the following schedule.

Student Payroll:

Pay Ending December 8, 2024:

- Time sheet/online portal submission no later than **December 6, 2024**
- Processed **December 11, 2024**
- Cheque dated **December 13, 2024**

Pay Ending December 22, 2024:

- Time sheet/online portal submission no later than **December 13, 2024**
- Processed **December 16, 2024**
- Cheque dated **December 27, 2024**

*Employees will not have access to UWP until the campus go-live on **January 6**, therefore Payroll Administrators will be required to manually enter all timecards for pay period **December 23 – January 5 on their behalf**. Payroll is asking for these timecards to be submitted, as outline below:*

UWinside People: Pay Ending January 5, 2025

- Time sheet/online portal submission no later than **December 13, 2024**
- Processed **January 8, 2025**
- Cheque dated **January 10, 2025**

Note: Information received after **December 13, 2024**, will be processed on the **January 19, 2025**, payroll. Manual cheques will not be issued.

All Bi-Weekly Payroll:

Pay Ending December 8, 2024:

- Time sheet/online portal submission no later than **December 6, 2024**
- Processed **December 10, 2024**
- Cheque dated **December 12, 2024**

Pay Ending December 22, 2024:

- Time sheet/online portal submission no later than **December 13, 2024**
- Processed **December 16, 2024**
- Cheque dated **December 24, 2024**

*Employees will not have access to UWP until the campus go-live on **January 6**, therefore Payroll Administrators will be required to manually enter all timecards for pay period **December 23 – January 5** on their behalf. Payroll is asking for these timecards to be submitted, as outline below:*

UWinside People: Pay Ending January 5, 2025

- Time sheet/online portal submission no later than **December 13, 2024**
- Processed **January 7, 2025**
- Cheque dated **January 9, 2025**

Note: Information received after **December 13, 2024**, will be processed on the **January 19, 2025**, payroll. Manual cheques will not be issued.

Semi-Monthly Payroll:

Pay Ending December 15, 2024:

- Time sheet/online portal submission no later than **December 6, 2024**
- Processed **December 9, 2024**
- Cheque dated **December 13, 2024**

Pay Ending December 31, 2024:

- Time sheet/online portal submission no later than **December 13, 2024**
- Processed **December 16, 2024**
- Cheque dated **December 31, 2024**

Note: Information received after **December 13, 2024**, will be processed on the **January 15, 2025**, payroll. Manual cheques will not be issued.
