



Early December Paycheck / Early Salaried Monthly Payroll Deadline

Salaried monthly employees of the university will enjoy an early December paycheck Thursday, December 22nd. Due to this our Payroll office has an early Payroll deadline this Friday, December 9th. Please note this affects end of year reporting of taxes, so it becomes even more important to submit payroll transactions in a timely fashion. These transactions must be completely approved in HCM by December 9th to be reflected on the December 22nd payroll. Late transactions will be processed on the January 31, 2023 payroll.

Address Updates

Student employees and all employees should update their addresses in HCM. End of year address updates are important for proper W-2 tax form delivery. While we strongly encourage electronic W-2 delivery to save on time and costs, accurate addresses are necessary for the paper option. The post office will not forward W-2s, and returned mail causes delays for employees, and an incredible amount of work for the Payroll office. In HCM employees should only select home and/or mailing addresses to update, and ensure that one is set to preferred with the blue checkmark. Do not delete any of the addresses. Review the [Updating Personal Information Quick Reference Guide](#) for assistance.

W-2 Form Delivery Preference

Payroll encourages all active employees to choose an electronic delivery option for W-2 tax forms in HCM. Review the [Update Document Delivery Preferences for Payroll Quick Reference Guide](#) for assistance. Please note, only choose online delivery, **not** online and paper. You must be actively employed to receive an electronic W-2. Update your address if you anticipate changes in the coming new year.

Biweekly Payroll Will Be Processed Over Winter Break

The biweekly Payroll will be processed over Winter Break, per the normal schedule. Employees must ensure time is loaded by 5:00 pm Tuesday, December 27th. Supervisors must approve the time by 5:00 pm on Wednesday, December 28th or timecards will be automatically approved. Departments who utilize time card feeds must submit files from 8:00 am Thursday, December 22nd through 10:00 am Tuesday, December 27th. Please be sure you have appointed someone to make the submission given the holiday closure. The pay date will be January 4, 2023 for those receiving biweekly checks. We appreciate your diligence in adhering to these deadlines. Call Marti in Payroll at 766-2257 with questions.