WashU 2027 Payroll Calendar

P/R	Pay Period	Deductions	See additional information below regarding Faculty Bonus payment deadlines			Time Tracking Mass Submit 5:00pm◊	Time Tracking/Absence Approvals by 11:59pm unless otherwise noted	PAYROLL CLOSE Costing Allocations must be entered before 2:00pm	Pay Date		
			Dept Submission for Batch Load (EIB)	Dept Submission for Tax Allocation requests, Relocations, Gift forms, and Wellness files by 11:59am	Dept Submission for Hires, Terminations, Job/Pay Changes, One-Time Payments, Period Activity Pay by 11:59am						
BWK	12/20 - 1/2	*	12/29	12/30	12/30	1/3	1/4	1/6	1/8	** 1/1/2027 is a WashU & Bank Holiday	
BWK	1/3 - 1/16	**	1/12	1/13	1/15	1/17	1/19 11:59am	1/20	1/22	** 1/18/2027 is a WashU & Bank Holiday	
MON/STP	1/1 - 1/31	****	1/12	1/19	1/21	NA	NA	1/26	1/29		
BWK	1/17 - 1/30	*	1/26	1/27	1/29	1/31	2/1	2/3	2/5		
BWK	1/31 - 2/13	**	2/9	2/10	2/12	2/14	2/15	2/17	2/19	** 2/15/2027 is a Bank Holiday	Q1 for Tax Filing
MON/STP	2/1 - 2/28	****	2/9	2/16	2/18	NA	NA	2/23	2/26		
BWK	2/14 - 2/27	*	2/23	2/24	2/26	2/28	3/1	3/3	3/5		
BWK	2/28 - 3/13	**	3/9	3/10	3/12	3/14	3/15	3/17	3/19		
MON/STP	3/1 - 3/31	****	3/9	3/19	3/23	NA	NA	3/26	3/31		
BWK	3/14 - 3/27	*	3/23	3/24	3/26	3/28	3/29	3/31	4/2		
BWK	3/28 - 4/10	**	4/6	4/7	4/9	4/11	4/12	4/14	4/16		
MON/STP	4/1 - 4/30	****	4/20	4/20	4/22	NA	NA	4/27	4/30		
BWK	4/11 - 4/24	***	4/20	4/21	4/23	4/25	4/26	4/28	4/30		
BWK	4/25 - 5/8	*	5/4	5/5	5/7	5/9	5/10	5/12	5/14		Q2 for Tax Filing
MON/STP	5/1 - 5/31	****	5/18	5/18	5/20	NA	NA	5/25	5/28		
BWK	5/9 - 5/22	**	5/18	5/19	5/21	5/23	5/24	5/26	5/28	** 5/31/2027 is a WashU & Bank Holiday	
BWK	5/23 - 6/5	*	6/1	6/2	6/4	6/6	6/7	6/9	6/11		
BWK	6/6 - 6/19	**	6/15	6/16	6/18	6/20	6/21	6/23	6/25	** 6/18/2027 is a Bank Holiday	
MON/STP	6/1 - 6/30	****	6/15	6/18	6/22	NA	NA	6/25	6/30		
BWK	6/20 - 7/3	*	6/29	6/30	7/2	7/4	7/6 11:59am	7/7	7/9	** 7/5/2027 is a WashU & Bank Holiday	
BWK	7/4 - 7/17	**	7/13	7/14	7/16	7/18	7/19	7/21	7/23		
MON/STP	7/1 - 7/31	****	7/13	7/20	7/22	NA	NA	7/27	7/30		
BWK	7/18 - 7/31	*	7/27	7/28	7/30	8/1	8/2	8/4	8/6		Q3 for Tax Filing
BWK	8/1 - 8/14	**	8/10	8/11	8/13	8/15	8/16	8/18	8/20		
MON/STP	8/1 - 8/31	****	8/10	8/19	8/23	NA	NA	8/26	8/31		

WashU 2027 Payroll Calendar

P/R	Pay Period	Deductions	See additional information below regarding Faculty Bonus payment deadlines: Dept Submission for Batch Load (EIB)	Dept Submission for Tax Allocation requests, Relocations, Gift forms, and Wellness files by 11:59am	Dept Submission for Hires, Terminations, Job/Pay Changes, One-Time Payments, Period Activity Pay by 11:59am	Time Tracking Mass Submit 5:00pm◊	Time Tracking/Absence Approvals by 11:59pm unless otherwise noted	PAYROLL CLOSE Costing Allocations must be entered before 2:00pm	Pay Date	
BWK	8/15 - 8/28	*	8/24	8/25	8/27	8/29	8/30	9/1	9/3	** 9/6/2027 is a WashU & Bank Holiday
BWK	8/29 - 9/11	**	9/7	9/8	9/10	9/12	9/13	9/15	9/17	
MON/STP	9/1 - 9/30	****	9/7	9/20	9/22	NA	NA	9/27	9/30	
BWK	9/12 - 9/25	*	9/21	9/22	9/24	9/26	9/27	9/29	10/1	
BWK	9/26 - 10/9	**	10/5	10/6	10/8	10/10	10/11	10/13	10/15	** 10/11/2027 is a Bank Holiday
MON/STP	10/1 - 10/31	****	10/19	10/19	10/21	NA	NA	10/26	10/29	
BWK	10/10 - 10/23	***	10/19	10/20	10/22	10/24	10/25	10/27	10/29	
BWK	10/24 - 11/6	*	11/2	11/3	11/5	11/7	11/8	11/10	11/12	** 11/11/27 is a Bank Holiday
BWK	11/7 - 11/20	**	11/16	11/17	11/17	11/20	11/21 *Sunday	11/22 3pm Close	11/24	** 11/25/2027 is a WashU & Bank Holiday
MON/STP	11/1 - 11/30	****	11/16	11/16	11/18	NA	NA	11/23	11/30	** 11/26/2027 is a WashU Holiday
BWK	11/21 - 12/4	*	11/30	12/1	12/3	12/5	12/6	12/8	12/10	
BWK	12/5 - 12/18	**	12/14	12/15	12/16	12/19	12/20	12/21 3pm Close	12/23	** 12/24/2027 is a WashU Holiday
MON/STP	12/1 - 12/31	****	12/14	12/17	12/21	NA	NA	12/28 3pm Close	12/30	** 12/27/2027 is a WashU & Bank Holiday ** 12/31/2027 is a WashU Holiday

Q4 for Tax Filing

BWK = Biweekly MON = Monthly STP = Stipend

* Deductions: All Health, Life, HSA, RMSA, United Way, Retirement, Student Loans, Spending Plans

** Deductions: All Health, Life, HSA, RMSA, United Way, Retirement, Student Loans, Spending Plans, Parking, Union Dues, Long Term Care, 403(b) Loan

*** Deductions: Retirement, HSA, RMSA, Student Loans, United Way, Spending Plans

**** All Deductions

◊Additional Mass Submits are manually done by Payroll Ops at 12:00pm and 4:30pm two days before payroll close, 12:00pm and 4:30pm one day before payroll close, and at 8:00am and 11:00am the day of payroll close.

Entries for Faculty Bonuses and Faculty Compensation changes, along with EIB payment submissions for Faculty Bonuses and Compensation changes, are due by end of business **the fifth day of the month**, defaulting to next business day if weekend or Holiday. EIBs will be loaded into Workday on or before noon on the 10th day of the month as approved, defaulting to next business day if weekend or Holiday.

Please Note: Taxes are filed on a quarterly basis. This means that for all pay periods in each quarter, taxes and taxable wages from those pay periods are reported to tax agencies as soon as the quarter completes. Please ensure all changes that affect taxation (such as pay group corrections, location updates, or company changes) are done within the open quarter. Tax adjustments to prior quarters need approval and manual intervention from Payroll Operations.