|  | **August 2016 – UNIVERSITY OF COLORADO SYSTEM** |  |
| --- | --- | --- |
| **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat/Sun** |
| 1  | 2 OC072816 uploads due 5 pm | 3 OC072816 process begins 10 am | 4 BW uploads due 5pm | 5 Processing BW PPE 07/30/16**OC072816 PAYDAY** | 6 |
| 7 |
| 8 Run Payroll Register BW PPE 07/30/16 | 9 OC080416 uploads due 5 pm | 10 PULL DEADLINE 10 AM:* BW 07/30/16

OC080416 process begins 10 am | 11  | 12 **BW 07/30/16 PAYDAY****OC080416 PAYDAY** | 13 BW PPE 8/13/16Earn dates 7/31-8/13 |
| 14 |
| 15  | 16 OC081116 uploads due 5 pm | 17 OC081116 process begins 10 am | 18 BW uploads due 5pm | 19 Processing BW PPE 08/13/16**OC081116 PAYDAY**MON uploads due 5pmProcessing MON PPE 08/31/16 | 20  |
| 21 |
| 22 Run Payroll Register BW PPE 08/13/16Processing MON PPE 08/31/16 | 23 Processing MON PPE 08/31/16 | 24 PULL DEADLINE 10 AM:* BW 08/13/16

Processing MON PPE 08/31/16OC081816 uploads due 5 pm | 25 OC081816 process begins 8amRun Payroll Register MON PPE 08/31/16 | 26 **BW 08/13/16 PAYDAY****OC081816 PAYDAY** | 27 BW PPE 8/27/16Earn dates 8/14-8/27 |
| 28 |
| 29 PULL DEADLINE 10 AM:* MON 08/31/16
 | 30 OC082516 uploads due 5 pm | 31 **MON 08/31/16 PAYDAY**OC082516 process begins 10 am | Notes: |

|  | **September 2016 – UNIVERSITY OF COLORADO SYSTEM** |  |
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| **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat/Sun** |
|  |  |  | 1 BW uploads due 5pm | 2 Processing BW PPE 08/27/16**OC082516 PAYDAY** | 3  |
| 4 |
| 5 ***Labor Day****ALL CAMPUSES CLOSED**(bank holiday)* | 6 Run Payroll Register BW PPE 08/27/16OC090116 uploads due 5pm | 7 PULL DEADLINE 10 AM:* BW 8/27/16

OC090116 process begins 10 am | 8  | 9 **OC090116 PAYDAY****BW082716 PAYDAY** | 10 BW PPE 9/10/16Earn dates 8/28-9/10 |
| 11 |
| 12  | 13 OC090816 uploads due 5pm | 14 OC090816 process begins 10 am | 15 BW uploads due 5pm | 16 Processing BW PPE 09/10/16**OC090816 PAYDAY** | 17  |
| 18 |
| 19 Run Payroll Register BW PPE 09/10/16OC091516 uploads due 5pm | 20 OC091516 process begins 10 amMON uploads due 5pmProcessing MON PPE 09/30/16 | 21 PULL DEADLINE 10 AM:* BW 9/10/16

Processing MON PPE 09/30/16 | 22 Processing MON PPE 09/30/16 | 23 Run Payroll Register MON PPE 09/30/16**OC091516 PAYDAY****BW 091016 PAYDAY** | 24 BW PPE 9/24/16Earn dates 9/11-9/24 |
| 25 |
| 26  | 27 OC092216 uploads due 5pm | 28 OC092216 process begins 10 amPULL DEADLINE 10 AM:* MON 09/30/16
 | 29 BW uploads due 5pm | 30 Processing BW PPE 09/24/16**MON 09/30/16 PAYDAY****OC092216 PAYDAY** | Notes: |

|  | **October 2016 – UNIVERSITY OF COLORADO SYSTEM** |  |
| --- | --- | --- |
| **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat/Sun** |
|  |  |  |  |  | 1  |
| 2 |
| 3 Run Payroll Register BW PPE 09/24/16 | 4 OC092916 uploads due 5pm | 5 OC092916 process begins 10 amPULL DEADLINE 10 AM:* BW 09/29/16
 | 6  | 7 **OC092916 PAYDAY****BW 09/24/16 PAYDAY** | 8 BW PPE 10/08/16Earn dates 9/25-10/8 |
| 9 |
| 10 *(bank holiday)* | 11 OC0100616 uploads due 5pm | 12 OC100616 process begins 10 am | 13 BW uploads due 5pm | 14 Processing BW PPE 10/08/16**OC100616 PAYDAY** | 15  |
| 16 |
| 17 Run Payroll Register BW PPE 10/08/16 | 18 OC0101316 uploads due 5pm | 19 OC101316 process begins 10 amPULL DEADLINE 10 AM:* BW 10/08/16

MON uploads due 5pmProcessing MON PPE 10/31/16 | 20 Processing MON PPE 10/31/16 | 21 Processing MON PPE 10/31/16**OC101316 PAYDAY****BW 10/08/16 PAYDAY** | 22 BW PPE 10/22/16Earn dates 10/9-10/22 |
| 23 |
| 24 Run Payroll RegisterMON PPE 10/31/16 | 25 OC0102016 uploads due 5pm | 26 OC102016 process begins 10 am | 27 PULL DEADLINE 10 AM:* MON 10/31/16

BW uploads due 5pm | 28 Processing BW PPE 10/22/16**OC102016 PAYDAY** | 29  |
| 30 |
| 31 **MON 10/31/16 PAYDAY**Run Payroll Register BW PPE 10/22/16 | Notes: |

|  | **November 2016 – UNIVERSITY OF COLORADO SYSTEM** |  |
| --- | --- | --- |
| **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat/Sun** |
|  | 1 OC0102716 uploads due 5pm | 2 OC102716 process begins 10 amPULL DEADLINE 10 AM:* BW 10/22/16
 | 3  | 4 **OC102716 PAYDAY****BW 10/22/16 PAYDAY** | 5 BW PPE 11/05/16Earn dates 10/23-11/05 |
| 6 |
| 7  | 8 OC0110316 uploads due 5pm | 9 OC110316 process begins 10 am | 10 **OC110316 PAYDAY**BW uploads due 5pm | 11 Processing BW PPE 11/05/16 *(bank holiday)* | 12  |
| 13 |
| 14  | 15 OC0111016 uploads due 5pm | 16 OC111016 process begins 10 amPULL DEADLINE 10 AM:* BW 11/05/16
 | 17 MON uploads due 5pmProcessing MON PPE 11/30/16 | 18 **OC111016 PAYDAY****BW 11/05/16 PAYDAY**Processing MON PPE 11/30/16 | 19 BW PPE 11/19/16Earn dates 11/06-11/19 |
| 20 |
| 21 Processing MON PPE 11/30/16 | 22 Run Payroll RegisterMON PPE 11/30/16OC0111716 uploads due 5pm | 23 OC111716 process begins 10 amBW uploads due 5pm | 24 ***Thanksgiving Day****ALL CAMPUSES CLOSED**( bank holiday)* | 25 ***Day after Thanksgiving****UCB, UCCS & SYS closed**UCD closure:* *Administrative Units- - OPEN*  AMC School/Colleges- - CLOSED  DDC Schools/Colleges – OPEN*(not a bank holiday)***OC111716 PAYDAY** | 26  |
| 27 |
| 28 Processing BW PPE 11/19/16PULL DEADLINE 10 AM:* MON 11/30/16
 | 29 Run Payroll Register BW PPE 11/19/16OC0112416 uploads due 5pm | 30 OC112416 process begins 10 am**MON 11/30/16 PAYDAY**PULL DEADLINE 10 AM:* BW 11/19/16
 | Notes: |

|  | **December 2016 & Calendar Year-End – UNIVERSITY OF COLORADO SYSTEM** |  |
| --- | --- | --- |
| **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat/Sun** |
|  |  |  | 1  | 2 **OC112716 PAYDAY****BW 11/19/16 PAYDAY** | 3 BW PPE 12/03/16Earn dates 11/20-12/03 |
| 4 |
| 5  | 6 OC120116 uploads due 5pm | 7 OC120116 process begins 10 am | 8 BW uploads due 5pm | 9 Processing BW PPE 12/03/16**OC120116 PAYDAY** | 10  |
| 11 |
| 12 Run Payroll RegisterBW PPE 12/03/16 | 13 OC120816 uploads due 5pm | 14 OC120816 process begins 10 amPULL DEADLINE 10 AM:* BW 12/03/16
 | 15  | 16 **OC120816 PAYDAY****BW 12/03/16 PAYDAY** | 17 BW PPE 12/17/16Earn dates 12/04-12/17 |
| 18 |
| 19 OC121516 uploads due 8amOC121516 process begins 10 amMON uploads due 5pmProcessing MON PPE 12/31/16 | 20 Processing MON PPE 12/31/16 | 21 Processing MON PPE 12/31/16BW uploads due 5pm | 22 Processing BW PPE 12/17/16Run Payroll RegisterMON PPE 12/31/16 | 23 ***Christmas Holiday****ALL CAMPUSES CLOSED**(not a bank holiday)***OC121516 PAYDAY** | 24  |
| 25 |
| 26 ***Christmas Holiday****ALL CAMPUSES CLOSED**(bank holiday)* | 27 *UCD closure:* *Administrative Units- - OPEN*  DDC School/Colleges- - CLOSED  AMC Schools/Colleges – OPENRun Payroll RegisterBW PPE 12/17/16OC122216\* uploads due 5pm**\*Last OC of 2016** | 28 *UCD closure:* *Administrative Units- - OPEN*  DDC School/Colleges- - CLOSED  AMC Schools/Colleges – OPENOC122216\* process begins 10 amPULL DEADLINE 10 AM:* BW 12/17/16
* MON 12/31/16

**\*Last OC of 2016** | 29 *UCD closure:* *Administrative Units- - OPEN*  DDC School/Colleges- - CLOSED  AMC Schools/Colleges – OPEN**9 am: Year-end Handdrawn request submission deadline**  | 30 ***New Year Holiday****UCCS, UCD, AMC, SYS closed**(not a bank holiday)***MON 12/31/16 PAYDAY****BW 12/17/16 PAYDAY****OC122216 PAYDAY** | 31 BW PPE 12/30/16Earn dates 12/18-12/31*(bank holiday)* |
| Jan 1  |

|  | **January 2017 – UNIVERSITY OF COLORADO SYSTEM** |  |
| --- | --- | --- |
| **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat/Sun** |
| 2 ***New Year Holiday****UCCS, SYS closed* *(bank holiday)* | 3 CYE 2016: ES USE ONLY – NO PAYOC010117 opens after CYE 2016 processes | 4 OC010117\* uploads due 10amOC010117 process begins noon\* First OC of 2017 | 5 BW uploads due 5pm | 6 Processing BW PPE 12/30/16**OC010117 PAYDAY** | 7  |
| 8 |
| 9 Run Payroll RegisterBW PPE 12/30/16 | 10 OC010517 uploads due 5pm | 11 OC010517 process begins 10amPULL DEADLINE 10 AM:* BW 12/30/16
 | 12  | 13 **OC010517 PAYDAY****BW 12/30/16 PAYDAY** | 14 BW PPE 01/14/17Earn dates 01/01-01/14 |
| 15 |
| 16 ***MLK Holiday*** *UCB, UCCS & SYS closed**UCD closures:** *Admin units OPEN*
* *AMC Schools CLOSED*
* *DDC schools OPEN*

*(bank holiday)* | 17 OC011217 uploads due 5pm | 18 OC011217 process begins 10amBW uploads due 5pm | 19 Processing BW PPE 01/14/17MON uploads due 5pmProcessing MON PPE 01/31/17 | 20 **OC011217 PAYDAY**Processing MON PPE 01/31/17Run Payroll RegisterBW PPE 01/14/17 | 21  |
| 22 |
| 23 Processing MON PPE 01/31/17 | 24 Run Payroll RegisterMON PPE 01/31/17OC011917 uploads due 5pm | 25 OC011917 process begins 10amPULL DEADLINE 10 AM:* BW 01/14/17
 | 26  | 27 **OC011917 PAYDAY****BW 01/14/17 PAYDAY**PULL DEADLINE 10 AM:* MON 01/31/17
 | 28 BW PPE 01/28/17Earn dates 01/15-01/28 |
| 29 |
| 30  | 31 **MON 01/31/17 PAYDAY**OC012617 uploads due 5pm | Notes: |