

July 2017 – University of Colorado Payroll Calendar – Denver and Anschutz

Mon	Tue	Wed	Thu	Fri	Sat
					1 BW PPE 07/01/17 Earn dates 06/18-07/01
					2
3 MON 06/30/17 PAYDAY FYE062917 process begins 10am OC070217 opens after FYE CU Denver @ 5 pm (BW) Additional Pay Deadline	4 Independence Day Holiday ALL CAMPUSES CLOSED (bank holiday)	5 OC070217 uploads due 5pm	6 OC070217 process begins 10am BW uploads due 5pm	7 OC070217 PAYDAY Processing BW PPE 07/01/17	8
					9
10 Run Payroll Register BW PPE 07/01/17	11 OC070617 uploads due 5pm	12 OC070617 process begins 10am PULL DEADLINE 10 AM: BW 07/01/17	13	14 OC070617 PAYDAY BW 07/01/17 PAYDAY CU Denver @ 5:00 pm At-will PMR due to HR for June appointments CU Denver @ 5 pm (MON 7/31) Additional Pay Deadline MON Data Entered for approval	15 BW PPE 07/15/17 Earn dates 07/02-07/15
					16
17 CU Denver @ 5 pm (BW) Additional Pay Deadline CU Denver @ 5 pm (MON 7/31) Vacation Payout Forms due to HR SOM-New Hire & RA/PRA docs	18 OC071317 uploads due 5pm	19 OC071317 process begins 10am MON uploads due 5pm Processing MON PPE 07/31/17	20 Processing MON PPE 07/31/17	21 OC071317 PAYDAY Processing MON PPE 07/31/17 BW uploads due 5pm	22
					23
24 Processing BW PPE 07/15/17 Run Payroll Register MON PPE 07/31/17 CU Denver @ 5:00 pm PMR due to HR Office for 8/1/17	25 Run Payroll Register BW PPE 07/15/17 OC072017 uploads due 5pm	26 PULL DEADLINE 10 AM: BW 07/15/17 OC072017 process begins 10am	27 PULL DEADLINE 10 AM: MON 07/31/17	28 OC072017 PAYDAY BW 07/15/17 PAYDAY	29 BW PPE 07/29/17 Earn dates 07/16-07/29
					30
31 MON 07/31/17 PAYDAY CU Denver @ 5 pm (BW) Additional Pay Deadline SOM-New Hire & RA/PRA docs	Notes: OC Time Collection – opens at 9:00 AM on Fridays and closes at 5:00 PM on Tuesdays, except on July 5th. Submit Additional Pay for OC to HR by 5:00 pm on Friday.				

August 2017 – University of Colorado Payroll Calendar – Denver and Anschutz

Mon	Tue	Wed	Thu	Fri	Sat/Sun
	1 OC072717 uploads due 5pm	2 OC072717 process begins 10am	3 BW uploads due 5pm	4 Processing BW PPE 07/29/17 OC072717 PAYDAY	5 6
7 Run Payroll Register BW PPE 07/29/17 CU Denver @ 5:00 pm PMR due to HR Office for 8/15/17 effective date	8 OC080317 uploads due 5pm	9 OC080317 process begins 10am PULL DEADLINE 10 AM: ❖ BW 07/29/17	10	11 OC080317 PAYDAY BW 07/29/17 PAYDAY	12 BW PPE 8/12/17 Earn dates 7/30-8/12 13
14 CU Denver @ 5 pm (BW) Additional Pay Deadline SOM-New Hire & RA/PRA docs	15 OC081017 uploads due 5pm CU Denver @ 5:00 pm At-will PMR due to HR for July appointments	16 OC081017 process begins 10am CU Denver @ 5 pm (MON 8/31) Additional Pay Deadline MON Data Entered for approval	17 BW uploads due 5pm CU Denver @ 5 pm (MON 8/31) Vacation Payout Forms due to HR	18 Processing BW PPE 08/12/17 OC081017 PAYDAY OC081717 uploads due 5pm	19 20
21 Run Payroll Register BW PPE 08/12/17 OC081717 process begins 8 AM MON uploads due 5pm Processing MON PPE 08/31/17 CU Denver @ 5:00 pm PMR due to HR Office for 9/1/17 effective date	22 Processing MON PPE 08/31/17	23 Processing MON PPE 08/31/17 PULL DEADLINE 10 AM: ❖ BW 08/12/17	24 Run Payroll Register MON PPE 08/31/17	25 OC081717 PAYDAY BW 08/12/17 PAYDAY	26 BW PPE 8/26/17 Earn dates 8/13-8/26 27
28 CU Denver @ 5 pm (BW) Additional Pay Deadline SOM-New Hire & RA/PRA docs	29 PULL DEADLINE 10 AM: ❖ MON 08/31/17 OC082417 uploads due 5pm	30 OC082417 process begins 10am	31 MON 08/31/17 PAYDAY BW uploads due 5pm	Notes: OC Time Collection – opens at 9:00 AM on Fridays and closes at 5:00 PM on Tuesdays. Two OC deadlines for the week of August 14 th . No OC for the week of August 21 st . Submit Additional Pay for OC to HR by 5:00 pm on Friday.	

September 2017 – University of Colorado Payroll Calendar – Denver and Anschutz

Mon	Tue	Wed	Thu	Fri	Sat/Sun
				1 Processing BW PPE 08/26/17 OC082417 PAYDAY	2 3
4 Labor Day ALL CAMPUSES CLOSED (bank holiday)	5 Run Payroll Register BW PPE 08/26/17 OC083117 uploads due 5pm CU Denver @ 5:00 pm PMR due to HR Office for 9/15/17 effective date	6 OC083117 process begins 10am PULL DEADLINE 10 AM: ❖ BW 08/26/17	7	8 OC083117 PAYDAY BW 08/26/17 PAYDAY	9 BW PPE 9/9/17 Earn dates 8/27-9/9 10
11 CU Denver @ 5 pm (BW) Additional Pay Deadline SOM-New Hire & RA/PRA docs	12 OC090717 uploads due 5pm	13 OC090717 process begins 10am	14 BW uploads due 5pm CU Denver @ 5 pm (MON 9/30) Additional Pay Deadline MON Data Entered for approval	15 Processing BW PPE 09/09/17 OC090717 PAYDAY CU Denver @ 5:00 pm At-will PMR due to HR for August appointments CU Denver @ 5 pm (MON 9/30) Vacation Payout Forms due to HR	16 17
18 Run Payroll Register BW PPE 09/09/17 OC091417 uploads due 5pm CU Denver @ 5:00 pm PMR due to HR Office for 10/1/17 effective date	19 OC091417 process begins 8am MON uploads due 5pm Processing MON PPE 09/30/17	20 Processing MON PPE 09/30/17 PULL DEADLINE 10 AM: ❖ BW 09/09/17	21 Processing MON PPE 0 9/30/17	22 Run Payroll Register MON PPE 09/30/17 OC091417 PAYDAY BW 09/09/17 PAYDAY	23 BW PPE 9/23/17 Earn dates 9/10/-9/23 24
25 CU Denver @ 5 pm (BW) Additional Pay Deadline SOM-New Hire & RA/PRA docs	26 OC092117 uploads due 5pm	27 OC092117 process begins 10am PULL DEADLINE 10 AM: ❖ MON 09/30/17	28 BW uploads due 5pm	29 Processing BW PPE 09/23/17 OC092117 PAYDAY MON 09/30/17 PAYDAY	30

Notes: OC Time Collection – opens at 9:00 AM on Fridays and closes at 5:00 PM on Tuesdays, except on September 18th. Submit Additional Pay for OC to HR by 5:00 pm on Friday.

October 2017 – University of Colorado Payroll Calendar – Denver and Anschutz

Mon	Tue	Wed	Thu	Fri	Sat/Sun
2 <div>Run Payroll Register</div> <div>BW PPE 09/23/17</div> <div>CU Denver @ 5:00 pm</div> <div>PMR due to HR Office for 10/15/17 effective date</div>	3 <div>OC092817 uploads due 5pm</div>	4 <div>OC092817 process begins</div> <div>10am</div> <div>PULL DEADLINE 10 AM:</div> <div>❖ BW 09/23/17</div>	5	6 <div>OC092817 PAYDAY</div> <div>BW 09/23/17 PAYDAY</div>	7 BW PPE 10/7/17 Earn dates 9/24-10/7 8
9 (bank holiday) <div>CU Denver @ 5 pm (BW)</div> <div>Additional Pay Deadline</div>	10 <div>OC100517 uploads due 5pm</div>	11 <div>OC100517 process begins</div> <div>10am</div>	12 <div>BW uploads due 5pm</div>	13 <div>Processing BW PPE</div> <div>10/07/17</div> <div>OC100517 PAYDAY</div> <div>CU Denver @ 5:00 pm</div> <div>At-will PMR due to HR for September appointments</div>	14 15
16 <div>Run Payroll Register</div> <div>BW PPE 10/07/17</div> <div>CU Denver @ 5 pm (MON 10/31)</div> <div>Additional Pay Deadline</div> <div>MON Data Entered for approval</div> <div>SOM-New Hire & RA/PRA docs</div>	17 <div>OC101217 uploads due 5pm</div> <div>CU Denver @ 5 pm (MON 10/31)</div> <div>Vacation Payout Forms due to HR</div>	18 <div>OC101217 process begins</div> <div>10am</div> <div>PULL DEADLINE 10 AM:</div> <div>❖ BW 10/07/17</div>	19 <div>MON uploads due 5pm</div> <div>Processing MON PPE</div> <div>10/31/17</div>	20 <div>Processing MON PPE</div> <div>10/31/17</div> <div>OC101217 PAYDAY</div> <div>BW 10/07/17 PAYDAY</div>	21 BW PPE 10/21/17 Earn dates 10/8-10/21 22
23 <div>Processing MON PPE</div> <div>10/31/17</div> <div>CU Denver @ 5 pm (BW)</div> <div>Additional Pay Deadline</div> <div>CU Denver @ 5:00 pm</div> <div>PMR due to HR Office for 11/1/17 effective date</div>	24 <div>Run Payroll Register</div> <div>MON PPE 10/31/17</div> <div>OC101917 uploads due 5pm</div>	25 <div>OC101917 process begins</div> <div>10am</div>	26 <div>BW uploads due 5pm</div>	27 <div>Processing BW PPE</div> <div>10/21/17</div> <div>PULL DEADLINE 10 AM:</div> <div>❖ MON 10/31/17</div> <div>OC101917 PAYDAY</div>	28 29
30 <div>Run Payroll Register</div> <div>BW PPE 10/21/17</div> <div>SOM-New Hire & RA/PRA docs</div>	31 <div>MON 10/31/17 PAYDAY</div> <div>OC102617 uploads due 5pm</div>	Notes: OC Time Collection – opens at 9:00 AM on Fridays and closes at 5:00 PM on Tuesdays. Submit Additional Pay for OC to HR by 5:00 pm on Friday.			

November 2017 – University of Colorado Payroll Calendar – Denver and Anschutz

Mon	Tue	Wed	Thu	Fri	Sat/Sun
		1 OC102617 process begins 10am PULL DEADLINE 10 AM: ❖ BW 10/21/17	2 	3 OC102617 PAYDAY BW 10/21/17 PAYDAY	4 BW PPE 11/4/17 Earn dates 10/22-11/4 5
6 CU Denver @ 5 pm (BW) Additional Pay Deadline CU Denver @ 5:00 pm PMR due to HR Office for 11/15/17 effective date	7 OC110217 uploads due 5pm	8 OC110217 process begins 10am	9 BW uploads due 5pm	10 Processing BW PPE 11/04/17 OC110217 PAYDAY	11 12
13 (bank holiday) Run Payroll Register BW PPE 11/04/17 SOM-New Hire & RA/PRA docs	14 OC110917 uploads due 5pm CU Denver @ 5 pm (MON 11/30) Additional Pay Deadline MON Data Entered for approval	15 OC110917 process begins 10am PULL DEADLINE 10 AM: ❖ BW 11/04/17 CU Denver @ 5:00 pm At-will PMR due to HR for October appointments CU Denver @ 5 pm (MON 11/30) Vacation Payout Forms due to HR	16	17 OC110917 PAYDAY BW 11/04/17 PAYDAY MON uploads due 5pm Processing MON PPE	18 BW PPE 11/18/17 Earn dates 11/5-11/18 19
20 Processing MON PPE 11/30/17 CU Denver @ 5:00 pm PMR due to HR Office for 12/1/17 effective date	21 Processing MON PPE 11/30/17 * CU Denver @ 5 pm (BW) Additional Pay Deadline	22 Run Payroll Register MON PPE 11/30/17 *	23 Thanksgiving Day ALL CAMPUSES CLOSED (bank holiday)	24 Day after Thanksgiving UCB, UCSS & SYS closed CU Denver closure: Admin Units- - OPEN AMC School- - CLOSED DDC Schools – OPEN (not a bank holiday) *	25 26
27 BW uploads due 8 am Processing BW PPE 11/18/17 SOM-New Hire & RA/PRA docs	28 Run Payroll Register BW PPE 11/18/17 PULL DEADLINE 10 AM: ❖ MON 11/30/17 OC112317 uploads due 5pm	29 OC112317 process begins 10am PULL DEADLINE 10 AM: ❖ BW 11/18/17	30 MON 11/30/17 PAYDAY	Notes: * No OC payroll the week of November 20 th . OC Time Collection – opens at 9:00 AM on Fridays and closes at 5:00 PM on Tuesdays. Submit Additional Pay for OC to HR by 5:00 pm on Friday.	

December 2017 – University of Colorado Payroll Calendar – Denver and Anschutz

Mon	Tue	Wed	Thu	Fri	Sat/Sun
				1 OC112317 PAYDAY BW 11/18/17	2 BW PPE 12/2/17 Earn dates 11/19-12/2
					3
4 CU Denver @ 5 pm (BW) Additional Pay Deadline	5 OC113017 uploads due 5pm	6 OC113017 process begins 10am	7 BW uploads due 5pm	8 Processing BW PPE 12/02/17 OC113017 PAYDAY	9
CU Denver @ 5:00 pm PMR due to HR Office for 12/15/17 effective date					10
11 Run Payroll Register BW PPE 12/02/17	12 OC120717 uploads due 5pm	13 OC120717 process begins 10am PULL DEADLINE 10 AM: ❖ BW 12/02/17	14	15 OC120717 PAYDAY BW 12/02/17 PAYDAY	16 BW PPE 12/16/17 Earn dates 12/3-12/16
SOM-New Hire & RA/PRA docs		CU Denver @ 5 pm (MON 12/31) Additional Pay Deadline MON Data Entered for approval	CU Denver @ 5 pm (MON 12/31) Vacation Payout Forms due to HR	CU Denver @ 5:00 pm At-will PMR due to HR for November appointments	17
18 MON uploads due 5pm Processing MON PPE 12/31/17	19 Processing MON PPE 12/31/17 *	20 Processing MON PPE 12/31/17 *	21 Run Payroll Register MON PPE 12/31/17 BW uploads due 5pm	22 Processing BW PPE 12/16/17 *	23
CU Denver @ 5 pm (BW) Additional Pay Deadline					24
CU Denver @ 5:00 pm PMR due to HR Office for 1/1/18 effective date					
25 Christmas Holiday ALL CAMPUSES CLOSED (bank holiday)	26 Christmas Holiday ALL CAMPUSES CLOSED (not a bank holiday) Run Payroll Register BW PPE 12/16/17	27 PULL DEADLINE 10 AM: ❖ BW 12/16/17 ❖ MON 12/31/17 OC122117* uploads due 5pm last OC of 2017 CU Denver closure: Administrative Units- - OPEN AMC Schools/Colleges – OPEN DDC School/Colleges- - CLOSED	28 OC122117* process begins 6AM – last OC of 2017 CU Devner closure: Administrative Units- - OPEN AMC Schools/Colleges – OPEN DDC School/Colleges- - CLOSED	29 SYS CLOSED. OC122117 PAYDAY BW 12/16/17 PAYDAY MON 12/31/17 PAYDAY CU Denver closure: Administrative Units- - OPEN AMC Schools/Colleges – OPEN DDC School/Colleges- - CLOSED	30 BW PPE 12/30/17 Earn dates 12/17-12/30
					31

Notes: * No OC payroll the week of December 18th. OC Time Collection – opens at 9:00 AM on Fridays and closes at 5:00 PM on Tuesdays, except on December 27th. Submit Additional Pay for OC to HR by 5:00 pm on Friday.

January 2018 – University of Colorado Payroll Calendar – Denver and Anschutz

Mon	Tue	Wed	Thu	Fri	Sat
1 New Year Holiday <i>UCB, UCD, SYS closed</i> (bank holiday)	2 CYE 2017: ES USE ONLY- NO PAY OC010118 opens after CYE 2018 processes CU Denver @ 5 pm (BW) Additional Pay Deadline SOM-New Hire & RA/PRA docs	3 OC010118* uploads due 10 am OC010118 process begins noon *First OC of 2018	4 BW uploads due 5pm	5 Processing BW PPE 12/30/17 OC010118 PAYDAY	6 7
8 Run Payroll Register BW PPE 12/30/17 CU Denver @ 5:00 pm PMR due to HR Office for 1/15/18 effective date	9 OC010418 uploads due 5pm	10 OC010418 process begins 10am PULL DEADLINE 10 AM: ❖ BW 12/30/17	11	12 OC010418 PAYDAY BW 12/30/17 PAYDAY CU Denver @ 5 pm (BW) Additional Pay Deadline CU Denver @ 5:00 pm At-will PMR due to HR for December appointments	13 BW PPE 01/13/18 Earn dates 12/31/17-1/13/18 14
15 MLK Holiday <i>UCB, UCCS & SYS closed</i> CU Denver closure: Admin Units- - OPEN AMC School- - CLOSED DDC Schools – OPEN (bank holiday)	16 OC011118 uploads due 5pm CU Denver @ 5 pm (MON 1/31) Additional Pay Deadline MON Data Entered for approval SOM-New Hire & RA/PRA docs	17 OC011118 process begins 10am CU Denver @ 5 pm (MON 1/31) Vacation Payout Forms due to HR	18 BW uploads due 5pm	19 Processing BW PPE 01/13/18 OC011118 PAYDAY MON uploads due 5pm Processing MON PPE 01/31/18	20 21
22 Run Payroll Register BW PPE 01/13/18 Processing MON PPE 01/31/18 CU Denver @ 5:00 pm PMR due to HR Office for 2/1/18 effective date	23 Processing MON PPE 01/31/18 *	24 Run Payroll Register MON PPE 01/31/18 PULL DEADLINE 10 AM: ❖ BW 01/13/18 *	25	26 BW 01/13/18 PAYDAY *	27 BW PPE 01/27/18 Earn dates 1/14-1/27 28
29 PULL DEADLINE 10 AM: ❖ MON 01/31/18	30 OC012518 uploads due 5pm	31 OC012518 process begins 10am MON 01/31/18 PAYDAY	Notes: * No OC payroll for the week of January 22 nd . OC Time Collection – opens at 9:00 AM on Fridays and closes at 5:00 PM on Tuesdays, except on January 3 rd . Submit Additional Pay for OC to HR by 5:00 pm on Friday.		