|  | **January 2017 – Unversity of Colorado Payroll Calendar - UCCS** | | | | |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat/Sun** |
| 2 ***New Year Holiday***  *UCB, SYS closed*  *(bank holiday)* | 3 **Time for Bi-Weekly 12/31 End Date must be approved & uploaded in HCM by 5:00 PM**  CYE 2016: ES USE ONLY- NO PAY  OC010117 opens after CYE 2016 processes | 4  OC010117\* uploads due 10am  OC010117 process begins noon  *\*First OC of 2017* | 5  BW uploads due 5pm | 6  Processing BW PPE 12/30/16  **OC010117 PAYDAY** | 7 |
| 8 |
| 9 **Letters/Entries/Additional pay due in HR/HCM for approval for January Monthly Pay**  Run Payroll Register  BW PPE 12/30/16 | 10  OC010517 uploads due 5pm | 11  OC010517 process begins 10am  PULL DEADLINE 10 AM:   * BW 12/30/16 | 12 | 13  **OC010517 PAYDAY**  **BW 12/30/16 PAYDAY** | 14 BW PPE 01/14/17  Earn 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 **Time for Bi-Weekly 1/14 End Date must be approved & uploaded in HCM by 12:00 PM**  **Leave for December 2016 must be approved & uploaded in HCM by 5pm**  OC011217 uploads due 5pm | 18  OC011217 process begins 10am  BW uploads due 5pm | 19  Processing BW PPE 01/14/17  MON uploads due 5pm  Processing MON PPE 01/31/17 | 20  **OC011217 PAYDAY**  Processing MON PPE 01/31/17  Run Payroll Register  BW PPE 01/14/17 | 21 |
| 22 |
| 23  Processing MON PPE 01/31/17 | 24  Run Payroll Register  MON PPE 01/31/17  OC011917 uploads due 5pm | 25  OC011917 process begins 10am  PULL 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 01/28/17  Earn dates 01/15-01/28 |
| 29 |
| 30 | 31 **Time for Bi-Weekly 1/28 End Date must be approved & uploaded in HCM by 5:00 PM**  **MON 01/31/17 PAYDAY**  OC012617 uploads due 5pm | Notes: | | | |

| **February 2017 – Unversity of Colorado Payroll Calendar - UCCS** | | | | | [March 2017](http://www.wincalendar.com/March-Calendar/March-2017-Calendar.html) ► |
| --- | --- | --- | --- | --- | --- |
| **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat/Sun** |
|  | 31  **Time for Bi-Weekly 1/28 End Date must be approved & uploaded in HCM by 5:00 PM** | 1 OC012617 process begins 10am | 2  BW uploads due 5pm | 3  Processing BW PPE 01/28/17  **OC012617 PAYDAY** | 4 |
| 5 |
| 6  Run Payroll Register  BW PPE 01/28/17 | 7  OC020217 uploads due 5pm | 8  OC020217 process begins 10am  PULL DEADLINE 10 AM:  BW 01/28/17 | 9 **Letters/Entries/Additional pay due in HR/HCM for approval for February Monthly Pay** | 10  **OC020217 PAYDAY**  **BW 01/28/17 PAYDAY** | 11 BW PPE 02/11/17  Earn dates 01/29-02/11 |
| 12 |
| 13 | 14 **Time for Bi-Weekly 2/11 End Date must be approved & uploaded in HCM by 5:00 PM**  **Leave for January 2017 must be approved & uploaded in HCM by 5pm**  OC020917 uploads due 5pm | 15  OC020917 process begins 10am  BW uploads due 5pm | 16  Processing BW PPE 02/11/17  MON uploads due 5pm  Processing MON PPE 02/28/17 | 17  Processing MON PPE 02/28/17  **OC020917 PAYDAY**  Run Payroll Register  BW PPE 02/11/17 | 18 |
| 19 |
| 20 *President’s Day*  *AMC campus closed*  *(bank holiday)*  Processing MON PPE 02/28/17 | 21  Run Payroll Register  MON PPE 02/28/17  OC021617 uploads due 5pm | 22  OC021617 process begins 10am  PULL DEADLINE 10 AM:  BW 02/11/17 | 23 | 24  PULL DEADLINE 10 AM:  MON 02/28/17  **OC021617 PAYDAY**  **BW 02/11/17 PAYDAY** | 25 BW PPE 02/25/17  Earn dates 02/12-02/25 |
| 26 |
| 27 | 28  **Time for Bi-Weekly 2/25 End Date must be approved & uploaded in HCM by 5:00 PM**  **MON 02/28/17 PAYDAY**  OC022317 uploads due 5pm | Notes: | | | |

| **March 2017 – Unversity of Colorado Payroll Calendar - UCCS** | | | | | [April 2017](http://www.wincalendar.com/April-Calendar/April-2017-Calendar.html) ► |
| --- | --- | --- | --- | --- | --- |
| **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat/Sun** |
|  | 28  **Time for Bi-Weekly 2/25 End Date must be approved & uploaded in HCM by 5:00 PM** | 1  OC022317 uploads due 5pm | 2  BW uploads due 5pm | 3  Processing BW PPE 02/25/17  **OC022317 PAYDAY** | 4 |
| 5 |
| 6  Run Payroll Register  BW PPE 02/25/17 | 7  OC030217 uploads due 5pm | 8 **Letters/Entries/Additional pay due in HR/HCM for approval for March Monthly Pay**  PULL DEADLINE 10 AM:  BW 02/25/17  OC030217 process begins 10am | 9 | 10  **OC030217 PAYDAY**  **BW 02/25/17 PAYDAY** | 11 BW PPE 03/11/17  Earn dates 02/26-03/11 |
| 12 |
| 13 | 14  **Time for Bi-Weekly 3/11 End Date must be approved & uploaded in HCM by 5:00 PM**  OC030917 uploads due 5pm | 15  OC030917 process begins 10am | 16  BW uploads due 5pm | 17  **Leave for February 2017 must be approved & uploaded in HCM by 5pm**  Processing BW PPE 03/11/17  **OC030917 PAYDAY** | 18 |
| 19 |
| 20  Run Payroll Register  BW PPE 03/11/17  OC031617 uploads due 5pm | 21  OC031617 process begins 10am  MON uploads due 5pm  Processing MON PPE 03/31/17 | 22  Processing MON PPE 03/31/17  PULL DEADLINE 10 AM:  BW 03/11/17 | 23  Processing MON PPE 03/31/17 | 24  Run Payroll Register  MON PPE 03/31/17  **OC031617 PAYDAY**  **BW 03/11/17 PAYDAY** | 25 BW PPE 03/25/17  Earn dates 03/12-03/25 |
| 26 |
| 27 | 28  **Time for Bi-Weekly 2/25 End Date must be approved & uploaded in HCM by 5:00 PM**  OC032317 uploads due 5pm | 29  PULL DEADLINE 10 AM:  MON 03/31/17  OC032317 process begins 10am | 30  BW uploads due 5pm | 31 *UCB closed (Spr Break)*  Processing BW PPE 03/25/17  **OC032317 PAYDAY**  **MON 03/31/17 PAYDAY** | Notes: |

| **April 2017– Unversity of Colorado Payroll Calendar - UCCS** | | | | |  |
| --- | --- | --- | --- | --- | --- |
| **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** |
|  |  |  |  |  | 1 |
| 2 |
| 3  Run Payroll Register  BW PPE 03/25/17 | 4  OC033017 uploads due 5pm | 5 **Letters/Entries/Additional pay due in HR/HCM for approval for April Monthly Pay**  PULL DEADLINE 10 AM:  BW 03/25/17  OC033017 process begins 10am | 6 | 7  **OC033017 PAYDAY**  **BW 03/25/17 PAYDAY** | 8 BW PPE 04/08/17  Earn dates 03/26-04/08 |
| 9 |
| 10 | 11  **Time for Bi-Weekly 4/08 End Date must be approved & uploaded in HCM by 5:00 PM**  OC040617 uploads due 5pm | 12  OC040617 process begins 10am | 13  BW uploads due 5pm | 14 **Leave for March 2017 must be approved & uploaded in HCM by 5pm**  Processing BW PPE 04/08/17  **OC040617 PAYDAY** | 15 |
| 16 |
| 17  Run Payroll Register  BW PPE 04/08/17  OC041317 uploads due 5pm | 18  OC041317 process begins 10am  MON uploads due 5pm  Processing MON PPE 04/30/17 | 19  Processing MON PPE 04/30/17  PULL DEADLINE 10 AM:  BW 04/08/17 | 20  Processing MON PPE 04/30/17 | 21  Run Payroll Register  MON PPE 04/30/17  **OC041317 PAYDAY**  **BW 04/08/17 PAYDAY** | 22 BW PPE 04/22/17  Earn dates 04/09-04/22 |
| 23 |
| 24 | 25  **Time for Bi-Weekly 4/22 End Date must be approved & uploaded in HCM by 5:00 PM**  OC042017 uploads due 5pm | 26  PULL DEADLINE 10 AM:  MON 04/30/17  OC042017 process begins 10am | 27  BW uploads due 5pm | 28  **OC042017 PAYDAY**  **MON 04/30/17 PAYDAY**  Processing BW PPE 04/22/17 | 29 |
| 30 |
| : | | | | | |

| **May 2017– Unversity of Colorado Payroll Calendar - UCCS** | | | | |  |
| --- | --- | --- | --- | --- | --- |
| **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** |
| 1  Run Payroll Register  BW PPE 04/22/17 | 2  OC042717 uploads due 5pm | 3  PULL DEADLINE 10 AM:  BW 04/22/17  OC042717 process begins 10am | 4 | 5  **OC042717 PAYDAY**  **BW 04/22/17 PAYDAY** | 6 BW PPE 05/06/17  Earn dates 04/23-05/06 |
| 7 |
| 8  **Letters/Entries/Additional pay due in HR/HCM for approval for May Monthly Pay** | 9  **Time for Bi-Weekly 5/06 End Date must be approved & uploaded in HCM by 5:00 PM**  OC050417 uploads due 5pm | 10  OC050417 process begins 10am | 11  BW uploads due 5pm | 12  Processing BW PPE 05/06/17  **OC050417 PAYDAY** | 13 |
| 14 |
| 15  Run Payroll Register  BW PPE 05/06/17 | 16  OC051117 uploads due 5pm | 17 **Leave for April 2017 must be approved & uploaded in HCM by 5pm**  PULL DEADLINE 10 AM:  BW 05/06/17  OC051117 process begins 10am | 18 | 19  MON uploads due 5pm  Processing MON PPE 05/31/17  **OC051117 PAYDAY**  **BW 05/06/17 PAYDAY** | 20 BW PPE 05/20/17  Earn dates 05/07-05/20 |
| 21 |
| 22  Processing MON PPE 05/31/17 | 23  **Time for Bi-Weekly 5/20 End Date must be approved & uploaded in HCM by 5:00 PM**  Processing MON PPE 05/31/17  OC051817 uploads due 5pm | 24  Run Payroll Register  MON PPE 05/31/17  OC051817 process begins 10am | 25  BW uploads due 5pm | 26  **OC051817 PAYDAY**  PULL DEADLINE 10 AM:  MON 05/31/17  Processing BW PPE 05/20/17 | 27 |
| 28 |
| 29 ***Memorial Day***  ***All Campuses closed***  *(bank holiday)* | 30  Run Payroll Register  BW PPE 05/20/17  OC052517 uploads due 5pm | 31  **MON 05/31/17 PAYDAY**  PULL DEADLINE 10 AM:  BW 05/20/17  OC052517 process begins 10am | Notes: | | |

| **June 2017– Unversity of Colorado Payroll Calendar - UCCS** | | | | |  |
| --- | --- | --- | --- | --- | --- |
| **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** |
|  |  |  | 1 | 2  **OC052517 PAYDAY**  **BW 05/20/17 PAYDAY** | 3 BW PPE 06/03/17  Earn dates 05/21-06/03 |
| 4 |
| 5 | 6  **Time for Bi-Weekly 6/03 End Date must be approved & uploaded in HCM by 5:00 PM**  OC060117 uploads due 5pm | 7  OC060117 process begins 10am | 8 **Letters/Entries/Additional pay due in HR/HCM for approval for June Monthly Pay**  BW uploads due 5pm | 9  Processing BW PPE 06/03/17  **OC060117 PAYDAY** | 10 |
| 11 |
| 12  Run Payroll Register  BW PPE 06/03/17 | 13  OC060817 uploads due 5pm | 14  OC060817 process begins 10am  PULL DEADLINE 10 AM:  BW 06/03/17 | 15 | 16  **OC060817 PAYDAY**  **BW 06/03/17 PAYDAY** | 17 BW PPE 06/17/17  Earn dates 06/04-06/17 |
| 18 |
| 19  **Leave for May 2017 must be approved & uploaded in HCM by 5pm** | 20  **Time for Bi-Weekly 6/17 End Date must be approved & uploaded in HCM by 5:00 PM**  OC061517 uploads due 5pm | 21  OC061517 process begins 10am  MON uploads due 5pm  Processing MON PPE 06/30/17 | 22  Processing MON PPE 06/30/17 | 23  **OC061517 PAYDAY**  Processing MON PPE 06/30/17  BW uploads due 5pm | 24 |
| 25 |
| 26  Processing BW PPE 06/17/17  Run Payroll Register  MON PPE 06/30/17 | 27  Run Payroll Register  BW PPE 06/17/17  OC062217 uploads due 5pm | 28  PULL DEADLINE 10 AM:  BW 06/17/17  OC062217 process begins 10am | 29  PULL DEADLINE 10 AM:  MON 06/30/17 | 30  **Salary Upload Processing**  **HCM available for review or inquiry only**  **OC062217 PAYDAY**  **BW 06/17/17 PAYDAY** | Notes: |

| **July 2017 – Unversity of Colorado Payroll Calendar - UCCS** | | | | |  |
| --- | --- | --- | --- | --- | --- |
| **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 10 am**  OC070217 opens after FYE | 4 ***Independence Day Holiday***  *(bank holiday)* | 5  **Time for Bi-Weekly 7/01 End Date must be approved & uploaded in HCM by 12:00 PM**  OC070217 uploads due 5pm | 6 **Letters/Entries/Additional pay due in HR/HCM for approval for July Monthly Pay**  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** | 15 BW PPE 07/15/17  Earn dates 07/02-07/15 |
| 16 |
| 17  **Leave for June 2017 must be approved & uploaded in HCM by 5pm** | 18 **Time for Bi-Weekly 7/15 End Date must be approved & uploaded in HCM by 5:00 PM**  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 | 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** | Notes: August 1st **Time for Bi-Weekly 7/29 End Date must be approved & uploaded in HCM by 5:00 PM** | | | | |