|  | **January 2017 – Unversity of Colorado Payroll Calendar - UCCS** |  |
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| **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 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 **Letters/Entries/Additional pay due in HR/HCM for approval for January Monthly Pay**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 **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 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 **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 RegisterBW PPE 01/28/17 | 7 OC020217 uploads due 5pm | 8 OC020217 process begins 10amPULL 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 02/11/17Earn 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 10amBW uploads due 5pm | 16 Processing BW PPE 02/11/17MON uploads due 5pmProcessing MON PPE 02/28/17 | 17 Processing MON PPE 02/28/17**OC020917 PAYDAY**Run Payroll RegisterBW PPE 02/11/17 | 18  |
| 19 |
| 20 *President’s Day**AMC campus closed**(bank holiday)*Processing MON PPE 02/28/17 | 21 Run Payroll RegisterMON PPE 02/28/17OC021617 uploads due 5pm | 22 OC021617 process begins 10amPULL 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 02/25/17Earn 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 RegisterBW 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 02/25/17OC030217 process begins 10am | 9  | 10 **OC030217 PAYDAY****BW 02/25/17 PAYDAY** | 11 BW PPE 03/11/17Earn 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 RegisterBW PPE 03/11/17OC031617 uploads due 5pm | 21 OC031617 process begins 10amMON uploads due 5pmProcessing MON PPE 03/31/17 | 22 Processing MON PPE 03/31/17PULL DEADLINE 10 AM:BW 03/11/17 | 23 Processing MON PPE 03/31/17 | 24 Run Payroll RegisterMON PPE 03/31/17**OC031617 PAYDAY****BW 03/11/17 PAYDAY** | 25 BW PPE 03/25/17Earn 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 03/31/17OC032317 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** |  |
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| **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** |
|  |  |  |  |  | 1  |
| 2 |
| 3 Run Payroll RegisterBW 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 03/25/17OC033017 process begins 10am | 6  | 7 **OC033017 PAYDAY****BW 03/25/17 PAYDAY** | 8 BW PPE 04/08/17Earn 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 RegisterBW PPE 04/08/17OC041317 uploads due 5pm | 18 OC041317 process begins 10amMON uploads due 5pmProcessing MON PPE 04/30/17 | 19 Processing MON PPE 04/30/17PULL DEADLINE 10 AM:BW 04/08/17 | 20 Processing MON PPE 04/30/17 | 21 Run Payroll RegisterMON PPE 04/30/17**OC041317 PAYDAY****BW 04/08/17 PAYDAY** | 22 BW PPE 04/22/17Earn 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 04/30/17OC042017 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 RegisterBW PPE 04/22/17 | 2 OC042717 uploads due 5pm | 3 PULL DEADLINE 10 AM:BW 04/22/17OC042717 process begins 10am | 4  | 5 **OC042717 PAYDAY****BW 04/22/17 PAYDAY** | 6 BW PPE 05/06/17Earn 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 RegisterBW 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 05/06/17OC051117 process begins 10am | 18  | 19 MON uploads due 5pmProcessing MON PPE 05/31/17**OC051117 PAYDAY****BW 05/06/17 PAYDAY** | 20 BW PPE 05/20/17Earn 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 05/31/17OC051817 uploads due 5pm | 24 Run Payroll RegisterMON PPE 05/31/17OC051817 process begins 10am | 25 BW uploads due 5pm | 26 **OC051817 PAYDAY**PULL DEADLINE 10 AM:MON 05/31/17Processing BW PPE 05/20/17 | 27  |
| 28 |
| 29 ***Memorial Day*** ***All Campuses closed****(bank holiday)* | 30 Run Payroll RegisterBW PPE 05/20/17OC052517 uploads due 5pm | 31 **MON 05/31/17 PAYDAY**PULL DEADLINE 10 AM:BW 05/20/17OC052517 process begins 10am | Notes: |

| **June 2017– Unversity of Colorado Payroll Calendar - UCCS** |  |
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| **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** |
|  |  |  | 1  | 2 **OC052517 PAYDAY****BW 05/20/17 PAYDAY** | 3 BW PPE 06/03/17Earn 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 RegisterBW PPE 06/03/17 | 13 OC060817 uploads due 5pm | 14 OC060817 process begins 10amPULL DEADLINE 10 AM:BW 06/03/17 | 15  | 16 **OC060817 PAYDAY****BW 06/03/17 PAYDAY** | 17 BW PPE 06/17/17Earn 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 10amMON uploads due 5pmProcessing MON PPE 06/30/17 | 22 Processing MON PPE 06/30/17 | 23 **OC061517 PAYDAY**Processing MON PPE 06/30/17BW uploads due 5pm | 24  |
| 25 |
| 26 Processing BW PPE 06/17/17Run Payroll RegisterMON PPE 06/30/17 | 27 Run Payroll RegisterBW PPE 06/17/17OC062217 uploads due 5pm | 28 PULL DEADLINE 10 AM:BW 06/17/17OC062217 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 07/01/17Earn 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 10amBW uploads due 5pm | 7 **OC070217 PAYDAY**Processing BW PPE 07/01/17 | 8  |
| 9 |
| 10 Run Payroll RegisterBW PPE 07/01/17 | 11 OC070617 uploads due 5pm | 12 OC070617 process begins 10amPULL DEADLINE 10 AM:BW 07/01/17 | 13  | 14 **OC070617 PAYDAY****BW 07/01/17 PAYDAY** | 15 BW PPE 07/15/17Earn 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 10amMON uploads due 5pmProcessing MON PPE 07/31/17 | 20 Processing MON PPE 07/31/17 | 21 **OC071317 PAYDAY**Processing MON PPE 07/31/17BW uploads due 5pm | 22  |
| 23 |
| 24 Processing BW PPE 07/15/17Run Payroll RegisterMON PPE 07/31/17 | 25 Run Payroll RegisterBW PPE 07/15/17OC072017 uploads due 5pm | 26 PULL DEADLINE 10 AM:BW 07/15/17OC072017 process begins 10am | 27 PULL DEADLINE 10 AM:MON 07/31/17 | 28 **OC072017 PAYDAY****BW 07/15/17 PAYDAY** | 29 BW PPE 07/29/17Earn 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** |