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# Special Payroll Processing

## CU Time Collection Special Payroll Processing

Departments will use this guide to enter earnings for off-cycle payroll. Time collection for Offcycle Payroll will be available to Business Partners at 9 am each Friday and will pay the following Friday. Use this guide along with the [Off-Cycle Time Entry Guidelines](#) [1] for this process. Download the [Special Payroll Processing](#) [2],[2]Guide. View list of available [earnings codes](#)[3] eligible for this offcycle payroll. We encourage departments to use regular cycle time collection deadlines to pay employees. The offcycle should be used for exception, late pay, or one time payments.

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**Source URL:** <http://www.cu.edu/policies/special-payroll-processing>

**Links:**

[1] <http://www.cu.edu/sites/default/files/off-cycle-time-entry-guide.pdf>

[2] [http://www.cu.edu/sites/default/files/CU\\_QR\\_WKLY\\_OC\\_Time\\_Coll%20%282%29.pdf](http://www.cu.edu/sites/default/files/CU_QR_WKLY_OC_Time_Coll%20%282%29.pdf)

[3] <http://www.cu.edu/sites/default/files/Earnings%20Codes%20for%20Offcycle.xlsx>