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Departments will use this guide along with the [Special Payroll Processing](#) [1] guide to enter earnings for off-cycle payroll. Download [Off-Cycle Time Entry Guidelines](#) [2].

Source URL: <http://www.cu.edu/policies/cycle-time-entry-guidelines>

Links:

[1] <http://www.cu.edu/policies/special-payroll-processing>

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