

# NOVEMBER 2015 – University of Colorado Payroll Calendar – UCCS

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY SUNDAY
2  Personnel Action Matters (PAM) Reports & Personal Data forms due in HR for BW PPE 11/7	3 Run Payroll Register Report BW PPE 10/25 (Pay Day 11/6) Personnel Action Forms due in HR for November Monthly <b>Personnel Action Matters (PAM) Reports for Lecturers/Others Due</b>	4 <b>Due to ES @ 10am</b> • Direct Deposit Pulls BW Pay Day 11/6	5	6  <b>BW PAY DAY – PPE 10/24</b> (Pay ID 10/24/15)	7 BW Pay Period 10/25- 11/7 Pay Period End (PPE) 11/7 (Pay ID 11/07/15)  8
9  <b>Due to ES @ 5pm</b> • Form W-4, Direct-Deposit BW PPE 11/7 <b>MON PPE 11/30</b>	10 <b>TRR'S/time for Bi-Weekly 11/7 End Date must be entered &amp; in Ready Status in HRMS then e-mailed to HR by 5:00 PM</b>  <b>OC: Processing begins at noon</b>	11 <b>Due to ES @ 10am</b> • Direct Deposit Pulls OC Pay Day 11/13 <b>Approval Deadline @ 5pm</b> • Position, Funding, Job Data BW PPE 11/7 <b>MON PPE 11/30</b>	12 <b>Time Collection Close @ 5pm</b> <b>BW PPE 11/07</b> <b>Leave for October 2015 must be entered &amp; in Ready Status in HRMS, e-mailed to HR by 5pm</b>	13  Processing BW PPE 11/07/15  <b>OC: Pay Day – PPE 11/05/15</b>	14  15
16 <b>OC: Processing begins at noon</b>  <b>Time Collection Close @ 5pm</b> <b>MON PPE 11/30</b>  Personnel Action Matters (PAM) Reports & Personal Data forms due in HR for BW PPE 11/21	17  Processing MON PPE 11/30/15  Run Payroll Register Report BW PPE 11/7 (Pay Day 11/20)  Due to <u>ES</u> @ 5pm • Form W-4, Direct-Deposit BW PPE 11/21	18  Processing MON PPE 11/30/15  <b>Due to ES @ 10am</b> • Direct Deposit Pulls BW Pay Day 11/21	19  <b>Approval Deadline @ 5pm</b> • Position, Funding, Job Data BW PPE 11/21	20 <b>TRR'S/time for Bi-Weekly 11/21 End Date must be entered &amp; in Ready Status in HRMS then e-mailed to HR by 1:00 PM</b> <b>Time Collection Close @ 5pm</b> <b>BW PPE 11/21</b> Processing BW PPE 11/21/15  <b>BW PAY DAY – PPE 11/7</b> (Pay ID 11/07/15) <b>Run Payroll Register Report</b> <b>MON PPE 11/30, Pay Day 11/30</b>  <b>OC: Pay Day – PPE 11/12/15</b> <b>*System OFFLINE after Bi-weekly payroll processing for HCM Conversion</b>	21 BW Pay Period 11/08 – 11/21 Pay Period End (PPE) 11/21 (Pay ID 11/21/15)  <b>HCM CONVERSION</b>  22  <b>HCM CONVERSION</b>  Access HRMS data in view-only mode to review department registers
23 Run Payroll Register Report BW PPE 11/21 (Pay Day 12/4)  <b>HCM CONVERSION</b> <b>* HRMS available to run reports only</b>	24  <b>HCM CONVERSION</b> <b>* HRMS available to run reports only</b>	25 <b>Due to ES @ 10am</b> • Direct Deposit Pulls MON Pay Day 11/30  <b>HCM CONVERSION</b> <b>* HRMS available to run reports only</b>	26  <i>Thanksgiving Holiday</i> <b>ALL CAMPUSES CLOSED</b>	27  <i>Thanksgiving Holiday</i> <b>UCB, UCCS, SYS closed</b> <b>UCD closure:</b> Administrative Units- - OPEN AMC School/Colleges- - CLOSED DDC Schools/Colleges – OPEN	28  29
30 MON PAY DAY – PPE 11/30 (Pay ID 11/30/15) <b>HCM CONVERSION</b> <b>* HRMS available to run reports only</b>					

Payroll Processing Days: HR TRANSACTIONS, PAYROLL EXPENSE TRANSFERS CANNOT BE COMPLETED

updated 11/02/15

\*\*\* OFF-CYCLE PAYMENT TRANSACTIONS CAN NOT BE COMPLETED DURING PAYROLL PROCESSING DAYS \*\*\*

## DECEMBER 2015 – University of Colorado Payroll Calendar – UCCS

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY SUNDAY
30 <b>MON PAY DAY – PPE 11/30</b> (Pay ID 11/30/15)  <b>HCM CONVERSION</b> * HRMS available to run reports only	1  <b>HCM CONVERSION</b> * HRMS available to run reports only	2  <b>Due to ES @ 10am</b> • Direct Deposit Pulls BW Pay Day 12/4  <b>HCM CONVERSION</b> * HRMS available to run reports only	3  <b>OC Processing at 2 PM</b>	4 <b>BW PAY DAY – PPE 11/21</b> (Pay ID 11/21/15) <b>OC: Pay Day – PPE</b> 11/26/15	5 BW Pay Period 11/22-12/5 Pay Period End (PPE) 12/5 (Pay ID 12/05/15)
7 <b>Due to ES @ 5pm</b> • Form W-4, Direct-Deposit BW PPE 12/5  <b>Letters/Additional pay due in HR for approval for December Monthly</b>	8 <b>Time for Bi-Weekly 12/5 End Date must be approved in HCM by 5:00 PM</b>  <b>OC: Processing begins at noon</b>	9  <b>Due to ES @ 10am</b> • Direct Deposit Pulls OC Pay Day 12/11  <b>Approval Deadline @ 5pm</b> • Position, Funding, Job Data BW PPE 12/5	10  <b>Time Collection Close @ 5pm</b> BW PPE 12/5  <b>Due to ES @ 5pm</b> • Form W-4, Direct-Deposit <b>MON PPE 12/31</b>	11 <b>Letters/Additional Pay due in HR for approval for BW PPE 12/19</b> Processing BW PPE 12/05/15  <b>OC: Pay Day – PPE</b> 12/03/15	12
14 Run Payroll Register Report BW PPE 12/5 (Pay Day 12/18) <b>Approval Deadline @ 5pm</b> • Position, Funding, Job Data <b>MON PPE 12/31</b>	15 <b>OC Processing begins at noon</b>  <b>Leave for November 2015 must be approved in HCM by 5pm</b>	16  <b>Due to ES @ 10am</b> • Direct Deposit Pulls BW Pay Day 12/18 OC Pay Day 12/18	17  <b>Time Collection Close @ 5pm</b> <b>MON PPE 12/31</b> Processing MON PPE 12/31/15  Due to ES @ 5pm • Form W-4, Direct-Deposit BW PPE 12/19	18  <b>BW PAY DAY – PPE 12/05</b> (Pay ID 12/05/15) Processing MON PPE 12/31/15  <b>OC: Pay Day – PPE 12/10/15</b>	19 BW Pay Period 12/6- 12/19 Pay Period End (PPE) 12/19 (Pay ID 12/19/15)
21 <b>Run Payroll Register Report</b> <b>MON PPE 12/31, PayDay 12/31</b> <b>OC: Processing begins at noon</b>	22 <b>Time for Bi-Weekly 12/19 End Date must be approved in HCM by 5:00 PM</b>  <b>Due to ES @ 10am</b> • Direct Deposit Pulls OC Pay Day 12/24	23  <b>Approval Deadline @ 5pm</b> • Position, Funding, Job Data BW PPE 12/19	24 <i>Christmas Eve</i> <b>UCB, UCCS, SYS closed</b>  <b>UCD closure:</b> Administrative Units- - OPEN AMC School/Colleges- - CLOSE DDC Schools/Colleges - OPEN <b>OC: Pay Day – PPE 12/17/15</b>	25 <i>Christmas Holiday</i> <b>ALL CAMPUSES CLOSED</b>	26
28 <b>Time Collection Closes @ noon</b> <b>BW PPE 12/19</b> Processing BW PPE 12/19/15  <b>UCD closure:</b> Administrative Units- - OPEN AMC School/Colleges- - OPEN DDC Schools/Colleges – CLOSED	29 <b>Run Payroll Register Report</b> <b>BW PPE 12/19, PayDay 12-31</b> <b>OC Processing begins at noon</b>  <b>Due to ES @ 10am</b> • Direct Deposit Pulls BW Pay Day 12/31/15 MON Pay Day 12/31/15  <b>UCD closure:</b> Administrative Units- - OPEN AMC School/Colleges- - OPEN DDC Schools/Colleges – CLOSED	30  <b>UCD closure:</b> Administrative Units- - OPEN AMC School/Colleges- - OPEN DDC Schools/Colleges – CLOSED	31 <i>New Year's Eve</i> <b>UCCS, SYS closed</b>  <b>UCD closure:</b> Administrative Units- - OPEN AMC School/Colleges- - OPEN DDC Schools/Colleges - Close  <b>OC: Pay Day – PPE 12/24/15</b>  <b>MON PAY DAY – PPE 12/31</b> (Pay ID 12/31/15)	1 <i>New Year Holiday</i> <b>All Campuses Closed</b>	27
<b>Letters/Additional Pay due in HR for approval for BW PPE 1/2/16</b>					

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updated 11/02/15

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