

AUGUST 2015 – University of Colorado Payroll Calendar – UCCS

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY SUNDAY
					1 BW Pay Period 7/19 – 8/1 Pay Period End (PPE) 8/1 (Pay ID 08/01/15)
					2
3 Due to ES @ 5pm • Form W-4, Direct-Deposit BW PPE 8/1 Faculty Contract Uploads ▪ HRMS available for review or inquiry only	4 TRR'S/time for Bi-Weekly 8/1 End Date must be entered & in Ready Status in HRMS then e-mailed to HR by 5:00 PM OC: Close Special Offcycle (OC) Time Collection @ 12pm OC: Processing/Confirm Special Offcycle	5 Approval Deadline @ 5pm • Position, Funding, Job Data BW PPE 8/1 Due to ES @ 10am • Check Stops • Direct Deposit Pulls OC Pay Day 8/7	6 Time Collection Close @ 5pm BW PPE 8/1	7 Processing BW PPE 08/01/15 OC PAY DAY – PPE 7/30 Personnel Action Forms due in HR for August Monthly Personnel Action Matters (PAM) Reports for Lecturers/Others Due	8 9
10 Run Payroll Register Report BW PPE 8/1 (Pay Day 8/14) Personnel Action Matters (PAM) Reports & Personal Data forms due in HR for BW PPE 8/15	11 Due to ES @ 5pm • Form W-4, Direct-Deposit MON PPE 8/31 OC: Close Special Offcycle (OC) Time Collection @ 12pm OC: Processing/Confirm Special Offcycle	12 Due to ES @ 10am • Check Stops • Direct Deposit Pulls BW Pay Day 8/14 OC Pay Day 8/14 Due to ES @ 5pm • Form W-4, Direct-Deposit BW PPE 8/15	13	14 BW PAY DAY – PPE 8/1 (Pay ID 08/01/15) OC: Pay Day – PPE 8/6	15 BW Pay Period 8/02 –8/15 Pay Period End (PPE) 8/15 (Pay ID 08/15/15) 16
17 Approval Deadline @ 5pm ▪ Position, Funding, Job Data MON PPE 08/31 Leave for July 2015 must be entered & in Ready Status in HRMS & e-mailed to HR by 5pm	18 TRR'S/time for Bi-Weekly 8/15 End Date must be entered & in Ready Status in HRMS then e-mailed to HR by 5:00 PM OC: Close Special Offcycle (OC) Time Collection @ 12pm OC: Processing/Confirm Special Offcycle	19 Approval Deadline @ 5pm • Position, Funding, Job Data BW PPE 8/15 Due to ES @ 10am • Check Stops • Direct Deposit Pulls OC Pay Day 8/21 Time Collection Close @ 5pm MON PPE 8/31	20 Processing MON PPE 08/31/15 Time Collection Close @ 5pm BW PPE 8/15	21 Personnel Action Matters (PAM) Reports & Personal Data forms due in HR for BW PPE 8/29 Processing MON PPE 08/31/15 Noon: HRMS available for review or inquiry only OC: Pay Day – PPE 8/13	22 23
24 Processing BW PPE 08/15/15 Run Payroll Register Report MON PPE 8/31 (Pay Day 8/31) Due to ES@ 5pm • Form W-4, Direct-Deposit BW PPE 8/29	25 Run Payroll Register Report BW PPE 8/15 (Pay Day 8/28) OC: Close Special Offcycle (OC) Time Collection @ 12pm OC: Processing/Confirm Special Offcycle	26 Due to ES @ 10am • Check Stops • Direct Deposit Pulls BW Pay Day 8/28 OC Pay Day 8/28	27 Due to ES @ 10am • Check Stops • Direct Deposit Pulls MON Pay Day 8/31	28 BW PAY DAY – PPE 8/15 (Pay ID 08/15/15) OC: Pay Day – PPE 8/20	29 BW Pay Period 8/16 – 8/29 Pay Period End (PPE) 8/29 (Pay ID 08/29/15) 30
31 MON PAY DAY – PPE 8/31 (Pay ID 08/31/15)					

GRAY DAYS -- HRMS IS AVAILABLE FOR REVIEW ONLY -- HR TRANSACTIONS, PAYROLL EXPENSE TRANSFERS CANNOT BE COMPLETED

updated 03-11-15

*** HANDDRAWN CHECK TRANSACTIONS CAN NOT BE COMPLETED DURING GRAY PAYROLL PROCESSING DAYS ***

SEPTEMBER 2015 – University of Colorado Payroll Calendar – UCCS

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY SUNDAY
31 MON PAY DAY – PPE 8/31 (Pay ID 08/31/15)	1 TRR'S/time for Bi-Weekly 8/29 End Date must be entered & in Ready Status in HRMS then e-mailed to HR by 5:00 PM	2 <u>Approval Deadline @ 5pm</u> • Position, Funding, Job Data BW PPE 8/29	3 Time Collection Close @ 5pm BW PPE 8/29	4 Processing BW PPE 08/29/15 <u>Personnel Action Matters (PAM) Reports & Personal Data forms due in HR for BW PPE 9/12</u> OC: Pay Day – PPE 8/27	5
	OC: Close Special Offcycle (OC) Time Collection @ 12pm OC: Processing/Confirm Special Offcycle	Due to ES @ 10am • Direct Deposit Pulls OC Pay Day 9/4			6
7 <i>Labor Day Holiday</i> ALL CAMPUSES CLOSED	8 Personnel Action Forms due in HR for September Monthly Personnel Action Matters (PAM) Reports for Lecturers/Others Due	9 Due to ES @ 10am • Direct Deposit Pulls BW Pay Day 9/11 OC Pay Day 9/11	10 Due to ES@ 5pm • Form W-4, Direct-Deposit MON PPE 9/30	11 BW PAY DAY – PPE 8/29 (Pay ID 08/29/15) OC: Pay Day – PPE 9/3	12 BW Pay Period 8/30–9/12 Pay Period End (PPE) 9/12 (Pay ID 09/12/15)
	OC: Close Special Offcycle (OC) Time Collection @ 12pm OC: Processing/Confirm Special Offcycle	Due to ES @ 5pm • Form W-4, Direct-Deposit BW PPE 9/12			13
	Run Payroll Register Report BW PPE 8/29 (Pay Day 9/12)				
14 Approval Deadline @ 5pm • Position, Funding, Job Data MON PPE 9/30 Leave for August 2015 must be entered & in Ready Status in HRMS & e-mailed to HR by 5pm	15 TRR'S/time for Bi-Weekly 9/12 End Date must be entered & in Ready Status in HRMS then e-mailed to HR by 5:00 PM	16 <u>Approval Deadline @ 5pm</u> • Position, Funding, Job Data BW PPE 9/12	17 Time Collection Close @ 5pm BW PPE 9/12 Processing MON PPE 09/30/15	18 Processing MON PPE 09/30/15 Noon: HRMS available for review or inquiry only OC: Pay Day – PPE 9/10	19
	OC: Close Special Offcycle (OC) Time Collection @ 12pm OC: Processing/Confirm Special Offcycle	Due to ES @ 10am • Direct Deposit Pulls OC Pay Day 9/18			20
21 Processing BW PPE 09/12/15 Run Payroll Register Report MON PPE 9/30 (Pay Day 9/30) <u>Personnel Action Matters (PAM) Reports & Personal Data forms due in HR for BW PPE 9/26</u>	22 Run Payroll Register Report BW PPE 9/12 (Pay Day 9/25)	23 Due to ES @ 10am • Direct Deposit Pulls BW Pay Day 9/26 OC Pay Day 9/26	24	25 BW PAY DAY – PPE 9/12 (Pay ID 09/12/15) OC: Pay Day – PPE 9/17	26 BW Pay Period 9/13–9/26 Pay Period End (PPE) 9/26 (Pay ID 09/26/15)
	OC: Close Special Offcycle (OC) Time Collection @ 12pm OC: Processing/Confirm Special Offcycle	Due to ES@ 5pm • Form W-4, Direct-Deposit BW PPE 9/26			27
28 Due to ES @ 10am • Check Stops • Direct Deposit Pulls MON Pay Day 09/30	29 TRR'S/time for Bi-Weekly 9/26 End Date must be entered & in Ready Status in HRMS then e-mailed to HR by 5:00 PM	30 MON PAY DAY – PPE 9/30 (Pay ID 09/30/15)			
	OC: Close Special Offcycle (OC) Time Collection @ 12pm OC: Processing/Confirm Special Offcycle				

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OCTOBER 2015 – University of Colorado Payroll Calendar – UCSS

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY SUNDAY
28 Due to ES @ 10am • Check Stops • Direct Deposit Pulls MON Pay Day 09/30	29 TRR'S/time for Bi-Weekly 9/26 End Date must be entered & in Ready Status in HRMS then e-mailed to HR by 5:00 PM OC: Close Special Offcycle (OC) Time Collection @ 12pm OC: Processing/Confirm Special Offcycle	30 <u>Approval Deadline @ 5pm</u> • Position, Funding, Job Data BW PPE 9/26 MON PAY DAY – PPE 9/30 (Pay ID 09/30/15) Due to ES @ 10am • Direct Deposit Pulls OC Pay Day 10/2	1 Time Collection Close @ 5pm BW PPE 9/26	2 Processing BW PPE 09/26/15 OC: Pay Day – PPE 09/24/15	3
5 Run Payroll Register Report BW PPE 9/26 (Pay Day 10/09) Personnel Action Matters (PAM) Reports & Personal Data forms due in HR for BW PPE 10/10	6 OC: Close Special Offcycle (OC) Time Collection @ 12pm OC: Processing/Confirm Special Offcycle	7 Personnel Action Forms due in HR for October Monthly Personnel Action Matters (PAM) Reports for Lecturers/Others Due Due to ES @ 10am • Direct Deposit Pulls BW Pay Day 10/9 OC Pay Day 10/9	8 Due to <u>ES @ 5pm</u> • Form W-4, Direct-Deposit BW PPE 10/10	9 BW PAY DAY – PPE 9/26 (Pay ID 09/26/15) OC: Pay Day – PPE 10/01/15	10 BW Pay Period 9/27 – 10/10 Pay Period End (PPE) 10/10 (Pay ID 10/10/15) 11
12 Due to <u>ES @ 5pm</u> • Form W-4, Direct-Deposit MON 10/31	13 TRR'S/time for Bi-Weekly 10/10 End Date must be entered & in Ready Status in HRMS then e-mailed to HR by 5:00 PM OC: Close Special Offcycle (OC) Time Collection @ 12pm OC: Processing/Confirm Special Offcycle	14 Due to ES @ 10am • Direct Deposit Pulls OC Pay Day 10/16 Approval Deadline @ 5pm • Position, Funding, Job Data BW PPE 10/10	15 Time Collection Close @ pm BW PPE 10/10 Approval Deadline @ 5pm • Position, Funding, Job Data MON PPE 10/31 Leave for September 2015 must be entered & in Ready Status in HRMS & e-mailed to HR by 5pm	16 Personnel Action Matters (PAM) Reports & Personal Data forms due in HR for BW PPE 10/24 Processing BW PPE 10/10/15 OC: Pay Day – PPE 10/08/15	17 18
19 Time Collection Close @ 5pm MON PPE 10/31 Run Payroll Register Report BW PPE 10/10 (Pay Day 10/23) OC: Close Special Offcycle (OC) Time Collection @ 12pm OC: Processing/Confirm Special Offcycle	20 Processing MON PPE 10/31/15	21 Processing MON PPE 10/31/15 Due to ES @ 10am • Direct Deposit Pulls BW Pay Day 10/23 OC Pay Day 10/23 <i>Noon:</i> HRMS available for review or inquiry only	22	23 BW PAY DAY – PPE 10/10 (Pay ID 10/23/15) OC: Pay Day – PPE 10/15/15	24 BW Pay Period 10/11-10/24 Pay Period End (PPE) 10/24 (Pay ID 10/24/15) 25
25 TRR'S/time for Bi-Weekly 10/24 End Date must be entered & in Ready Status in HRMS then e-mailed to HR by 5:00 PM Due to <u>ES @ 5pm</u> • Form W-4, Direct-Deposit BW PPE 10/24	27 OC: Close Special Offcycle (OC) Time Collection @ 12pm OC: Processing/Confirm Special Offcycle Approval Deadline @ 5pm • Position, Funding, Job Data BW PPE 10/24	28 Due to ES @ 10am • Direct Deposit Pulls MON Pay Day 10/31 OC Pay Day 10/31 Time Collection Close @ 5pm - BW PPE 10/24 Processing BW PPE 10/24 @ 5:00 PM	29 SYSTEM DOWN FOR UPGRADE TO 9.2	30 SYSTEM DOWN FOR UPGRADE TO 9.2 MON PAY DAY – PPE 10/31 (Pay ID 10/31/15) OC: Pay Day – PPE 10/22/15	31

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