

NOVEMBER 2015 – University of Colorado Payroll Calendar – UCSS

| MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY SUNDAY |
|--|--|---|---|--|--|
| | | | | | 1 |
| 2 SYSTEM DOWN FOR UPGRADE TO 9.2 Run Payroll Register Report BW PPE 10/25 (Pay Day 11/6) Personnel Action Matters (PAM) Reports & Personal Data forms due in HR for BW PPE 11/7 | 3 SYSTEM AVAILABLE TO End Users Personnel Action Forms due in HR for November Monthly Personnel Action Matters (PAM) Reports for Lecturers/Others Due | 4 Due to ES @ 10am • Direct Deposit Pulls BW Pay Day 11/6 | 5 | 6 BW PAY DAY – PPE 10/24 (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 Due to ES @ 5pm • Form W-4, Direct-Deposit BW PPE 11/7 MON PPE 11/30 | 10 TRR'S/time for Bi-Weekly 11/7 End Date must be entered & in Ready Status in HRMS then e-mailed to HR by 5:00 PM OC: Processing begins at noon | 11 Due to ES @ 10am • Direct Deposit Pulls OC Pay Day 11/13 Approval Deadline @ 5pm • Position, Funding, Job Data BW PPE 11/7 MON PPE 11/30 | 12 Leave for October 2015 must be entered & in Ready Status in HRMS & e-mailed to HR by 5pm | 13 Time Collection Close @ 5pm BW PPE 11/17 OC: Pay Day – PPE 11/05/15 | 14 15 |
| 16 Time Collection Close @ 5pm MON PPE 11/30 Processing BW PPE 11/07/15 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) OC: Processing begins at noon | 18 Processing MON PPE 11/30/15 Due to ES @ 10am • Direct Deposit Pulls BW Pay Day 11/20 * No Pulls for OC 11/20 | 19 Processing MON PPE 11/30/15 | 20 BW PAY DAY – PPE 11/7 (Pay ID 11/07/15) Run Payroll Register Report MON PPE 11/30, Pay Day 11/30 Due to ES @ 5pm • Form W-4, Direct-Deposit BW PPE 11/21 OC: Pay Day – PPE 11/12/15 | 21 BW Pay Period 11/08 – 11/21 Pay Period End (PPE) 11/21 (Pay ID 11/21/15) 22 |
| 23 TRR'S/time for Bi-Weekly 11/21 End Date must be entered & in Ready Status in HRMS then e-mailed to HR by 5:00 PM OC: Processing begins at noon | 24 Due to ES @ 10am • Direct Deposit Pulls OC Pay Day 11/27 Approval Deadline @ 5pm • Position, Funding, Job Data BW PPE 11/21 | 25 Due to ES @ 10am • Direct Deposit Pulls MON Pay Day 11/30 Time Collection Close @ 5pm BW PPE 11/21 | 26 <i>Thanksgiving Holiday</i> ALL CAMPUSES CLOSED | 27 <i>Thanksgiving Holiday</i> UCB, UCSS, SYS closed UCD closure: Administrative Units- - OPEN AMC School/Colleges- - CLOSED DDC Schools/Colleges – OPEN OC: Pay Day – PPE 11/19/15 | 28 29 |
| 30 MON PAY DAY – PPE 11/30 (Pay ID 11/30/15) Personnel Action Matters (PAM) Reports & Personal Data forms due in HR for BW PPE 12/5 Processing BW PPE 11/21/15 | | | | | |

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 ***

DECEMBER 2015 – University of Colorado Payroll Calendar – UCCS

| MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY SUNDAY |
|--|--|---|---|--|--|
| 30 MON PAY DAY – PPE 11/30 (Pay ID 11/30/15) Processing BW PPE 11/21/15 Personnel Action Matters (PAM) Reports & Personal Data forms due in HR for BW PPE 12/5 | 1 OC: Processing begins at noon Run Payroll Register Report BW PPE 11/21 (Pay Day 12/4) | 2 Due to ES @ 10am • Direct Deposit Pulls BW Pay Day 12/4 OC Pay Day 12/4 | 3 Personnel Action Forms due in HR for December Monthly Personnel Action Matters (PAM) Reports for Lecturers/Others Due | 4 BW PAY DAY – PPE 11/21 (Pay ID 11/21/15) OC: Pay Day – PPE 11/26/15 | 5 BW Pay Period 11/22-12/5 Pay Period End (PPE) 12/5 (Pay ID 12/05/15) 6 |
| 7 Due to ES @ 5pm • Form W-4, Direct-Deposit BW PPE 12/5 | 8 TRR'S/time for Bi-Weekly 12/5 End Date must be entered & in Ready Status in HRMS then e-mailed to HR by 5:00 PM OC: Processing begins at noon | 9 Due to ES @ 10am • Direct Deposit Pulls OC Pay Day 12/11 Approval Deadline @ 5pm • Position, Funding, Job Data BW PPE 12/5 | 10 Time Collection Close @ 5pm BW PPE 12/5 Due to ES @ 5pm • Form W-4, Direct-Deposit MON PPE 12/31 | 11 Personnel Action Matters (PAM) Reports & Personal Data forms due in HR for BW PPE 12/19 Processing BW PPE 12/05/15 OC: Pay Day – PPE 12/03/15 | 12 13 |
| 14 Run Payroll Register Report BW PPE 12/5 (Pay Day 12/18) Approval Deadline @ 5pm • Position, Funding, Job Data MON PPE 12/31 Leave for November 2015 must be entered & in Ready Status in HRMS & e-mailed to HR by 5pm | 15 OC: Processing begins at noon | 16 Due to ES @ 10am • Direct Deposit Pulls BW Pay Day 12/18 OC Pay Day 12/18 Time Collection Close @ 5pm MON PPE 12/31 | 17 Processing MON PPE 12/31/15 Due to ES @ 5pm • Form W-4, Direct-Deposit BW PPE 12/19 | 18 BW PAY DAY – PPE 12/05 (Pay ID 12/05/15) Processing MON PPE 12/31/15 OC: Pay Day – PPE 12/10/15 | 19 BW Pay Period 12/6-12/19 Pay Period End (PPE) 12/19 (Pay ID 12/19/15) 20 |
| 21 Run Payroll Register Report MON PPE 12/31, PayDay 12/31 OC: Processing begins at noon | 22 TRR'S/time for Bi-Weekly 12/22 End Date must be entered & in Ready Status in HRMS then e-mailed to HR by 5:00 PM Due to ES @ 10am • Direct Deposit Pulls OC Pay Day 12/24 | 23 Approval Deadline @ 5pm • Position, Funding, Job Data BW PPE 12/19 | 24 <i>Christmas Eve</i> UCB, UCCS, SYS closed UCD closure: Administrative Units- - OPEN AMC School/Colleges- - CLOSE DDC Schools/Colleges - OPEN OC: Pay Day – PPE 12/17/15 | 25 <i>Christmas Holiday</i> ALL CAMPUSES CLOSED | 26 27 |
| 28 Time Collection Close @ noon BW PPE 12/19 Processing BW PPE 12/19/15 Personnel Action Matters (PAM) Reports & Personal Data forms due in HR for BW PPE 1/2/16 UCD closure: Administrative Units- - OPEN AMC School/Colleges- - OPEN DDC Schools/Colleges – CLOSED | 29 Run Payroll Register Report BW PPE 12/19, PayDay 12-31 OC: Processing begins at noon Due to ES @ 10am • Direct Deposit Pulls BW Pay Day 12/31/15 MON Pay Day 12/31/15 UCD closure: Administrative Units- - OPEN AMC School/Colleges- - OPEN DDC Schools/Colleges – CLOSED | 30 UCD closure: Administrative Units- - OPEN AMC School/Colleges- - OPEN DDC Schools/Colleges – CLOSED | 31 <i>New Year's Eve</i> UCCS, SYS closed UCD closure: Administrative Units- - OPEN AMC School/Colleges- - OPEN DDC Schools/Colleges - Close OC: Pay Day – PPE 12/24/15 MON PAY DAY – PPE 12/31 (Pay ID 12/31/15) | 1 <i>New Year Holiday</i> All Campuses Closed | |

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