# August 2015 – University of Colorado Payroll Calendar – Boulder Campus

<table>
<thead>
<tr>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
<th>SATURDAY SUNDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>3</strong></td>
<td>OC: Close Special Offcycle (OC) Time Collection @ 12pm</td>
<td><strong>5</strong> Approval Deadline @ 5pm</td>
<td><strong>6</strong> Time Collection Close @ 5pm</td>
<td><strong>7</strong> Processing BW PPE 08/01/15</td>
<td><strong>1</strong> BW Pay Period 7/19 – 8/1 Pay Period End (PPE) 8/1 (Pay ID 08/01/15)</td>
</tr>
</tbody>
</table>
| Due to ES @ 5pm  
 • Form W-4, Direct-Deposit BW PPE 8/1 |  
 Faculty Contract Uploads  
 • HRMS available for review or inquiry only  
 OC: Processing/Confirm Special Offcycle |  
 Due to ES @ 10am  
 • Check Stops  
 • Direct Deposit Pulls  
 OC Pay Day 8/7 |
| **4** |  
 OC: Close Special Offcycle (OC) Time Collection @ 12pm |  
 OC: Processing/Confirm Special Offcycle |  
 Due to ES @ 5pm  
 • Form W-4, Direct-Deposit BW PPE 8/15 | **8** | **2** |
| **10** | Run Payroll Register Report  
 BW PPE 8/1 (Pay Day 8/14) | **12** Due to ES @ 10am  
 • Check Stops  
 • Direct Deposit Pulls  
 OC Pay Day 8/14 | **13**  
 OC Pay Day – PPE 7/30 | **9** |
| **11** |  
 Due to ES @ 5pm  
 • Form W-4, Direct-Deposit MON PPE 8/31 |  
 OC: Close Special Offcycle (OC) Time Collection @ 12pm |  
 Due to ES @ 10am  
 • Check Stops  
 • Direct Deposit Pulls  
 OC Pay Day 8/14 |
| **17** | Approval Deadline @ 5pm  
 • Position, Funding, Job Data MON PPE 08/31 | **19** Approval Deadline @ 5pm  
 • Position, Funding, Job Data BW PPE 8/15 | **20** Processing MON PPE 08/31/15 | **15** BW Pay Period 8/02 – 8/15 Pay Period End (PPE) 8/15 (Pay ID 08/15/15) |
|  
 Run Payroll Register Report  
 BW PPE 8/1 (Pay Day 8/14) |  
 OC: Close Special Offcycle (OC) Time Collection @ 12pm |  
 OC: Processing/Confirm Special Offcycle |  
 Due to ES @ 10am  
 • Check Stops  
 • Direct Deposit Pulls  
 OC Pay Day 8/21 |
| **24** |  
 Processing BW PPE 08/15/15 | **26** Due to ES @ 10am  
 • Check Stops  
 • Direct Deposit Pulls  
 MON Pay Day 8/31 |  
 MON PAY DAY – PPE 8/31 (Pay ID 08/31/15) |
| **25** | Run Payroll Register Report  
 BW PPE 8/15 (Pay Day 8/28) | **27** Due to ES @ 10am  
 • Check Stops  
 • Direct Deposit Pulls  
 MON Pay Day 8/31 |  
 MON PAY DAY – PPE 8/31 (Pay ID 08/31/15) |
| **27** |  
 Due to ES @ 5pm  
 • Form W-4, Direct-Deposit BW PPE 8/29 |  
 OC: Close Special Offcycle (OC) Time Collection @ 12pm |  
 Time Collection Close @ 5pm  
 MON PPE 8/31 |
| **28** |  
 Due to ES @ 10am  
 • Check Stops  
 • Direct Deposit Pulls  
 BW Pay Day 8/28  
 OC Pay Day 8/28 | **30** Due to ES @ 10am  
 • Check Stops  
 • Direct Deposit Pulls  
 MON Pay Day 8/31 |  
 OC: Pay Day – PPE 8/20 |
| **29** |  
 Run Payroll Register Report  
 BW PPE 8/15 (Pay Day 8/28) |  
 OC: Close Special Offcycle (OC) Time Collection @ 12pm |  
 Time Collection Close @ 5pm  
 BW PPE 8/15 |
| **30** |  
 Due to ES @ 5pm  
 • Form W-4, Direct-Deposit BW PPE 8/29 |  
 OC: Close Special Offcycle (OC) Time Collection @ 12pm |  
 Time Collection Close @ 5pm  
 BW PPE 8/15 |
| **31** |  
 MON PAY DAY – PPE 8/31 (Pay ID 08/31/15) |  
 OC: Close Special Offcycle (OC) Time Collection @ 12pm |  
 Time Collection Close @ 5pm  
 MON PPE 8/31 |

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

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

updated 03-11-15
<table>
<thead>
<tr>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
<th>SATURDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>31</td>
<td>MON PAY DAY – PPE 8/31 (Pay ID 08/31/15)</td>
<td>OC: Close Special Offcycle (OC) Time Collection @ 12pm</td>
<td>Approval Deadline @ 5pm • Position, Funding, Job Data BW PPE 8/29</td>
<td>Time Collection Close @ 5pm BW PPE 8/29</td>
<td>Processing BW PPE 08/29/15</td>
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<td></td>
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<td>OC: Processing/Confirm Special Offcycle</td>
<td>Due to ES @ 10am • Direct Deposit Pulls OC Pay Day 9/4</td>
<td>OC: Pay Day – PPE 8/27</td>
<td>OC: Pay Day – PPE 9/3</td>
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<td>OC: Close Special Offcycle (OC) Time Collection @ 12pm</td>
<td>Due to ES @ 10am • Direct Deposit Pulls BW Pay Day 9/11 OC Pay Day 9/11</td>
<td>Due to ES@ 5pm • Form W-4, Direct-Deposit MON PPE 9/30</td>
<td>BW Pay Day – PPE 8/29 (Pay ID 08/29/15)</td>
<td>BW Pay Period 8/30– 9/12 Pay Period End (PPE) 9/12 (Pay ID 09/12/15)</td>
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<td>OC: Processing/Confirm Special Offcycle</td>
<td>Run Payroll Register Report BW PPE 8/29 (Pay Day 9/12)</td>
<td>Processing BW PPE 09/30/15</td>
<td>Processing MON PPE 09/30/15 Noon: HRMS available for review or inquiry only</td>
<td>OC: Pay Day – PPE 9/10</td>
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<td>19</td>
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<td>14</td>
<td>Approval Deadline @ 5pm • Position, Funding, Job Data MON PPE 9/30</td>
<td>OC: Close Special Offcycle (OC) Time Collection @ 12pm</td>
<td>Approval Deadline @ 5pm • Position, Funding, Job Data BW PPE 9/12</td>
<td>Time Collection Close @ 5pm MON PPE 9/30</td>
<td>OC: Pay Day – PPE 9/10</td>
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<td>OC: Processing/Confirm Special Offcycle</td>
<td>Due to ES @ 10am • Direct Deposit Pulls OC Pay Day 9/18</td>
<td>Due to ES@ 5pm • Form W-4, Direct-Deposit BW PPE 9/12</td>
<td>OC: Pay Day – PPE 9/10</td>
<td>OC: Pay Day – PPE 9/10</td>
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<td>Processing BW PPE 09/12/15</td>
<td>Run Payroll Register Report BW PPE 9/9/12 (Pay Day 9/25)</td>
<td>Due to ES @ 10am • Direct Deposit Pulls BW Pay Day 9/26 OC Pay Day 9/26</td>
<td>Due to ES@ 5pm • Form W-4, Direct-Deposit BW PPE 9/26</td>
<td>OC: Pay Day – PPE 9/10</td>
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<tr>
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<td>Run Payroll Register Report MON PPE 9/30 (Pay Day 9/30)</td>
<td>OC: Close Special Offcycle (OC) Time Collection @ 12pm</td>
<td>OC: Processing/Confirm Special Offcycle</td>
<td>OC: Close Special Offcycle (OC) Time Collection @ 12pm</td>
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<td>29</td>
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<td>MON PAY DAY – PPE 9/30 (Pay ID 09/30/15)</td>
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</tbody>
</table>

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

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

updated 03-11-15
# University of Colorado Payroll Calendar – Boulder Campus

**MONDAY**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
</table>
| 28   | Due to ES @ 10am  
Check Stops  
Direct Deposit Pulls  
MON Pay Day 09/30 |
| 29   | OC: Close Special Offcycle (OC) Time Collection @ 12pm  
OC: Processing/Confirm Special Offcycle |
| 30   | Approval Deadline @ 5pm  
MON PAY DAY – PPE 9/30  
(Pay ID 09/30/15) |
| 1    | Time Collection Close @ 5pm  
BW PPE 9/26 |
| 2    | Processing BW PPE 09/26/15 |
| 3    | OC: Pay Day – PPE 09/24/15 |

**TUESDAY**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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</thead>
<tbody>
<tr>
<td>4</td>
<td>OC: Pay Day – PPE 10/01/15</td>
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</tbody>
</table>

**WEDNESDAY**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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</thead>
</table>
| 5    | Run Payroll Register Report  
BW PPE 9/26 (Pay Day 10/09) |
| 6    | OC: Close Special Offcycle (OC) Time Collection @ 12pm  
OC: Processing/Confirm Special Offcycle |
| 7    | Due to ES @ 10am  
Direct Deposit Pulls  
OC Pay Day 10/9 |
| 8    | Approval Deadline @ 5pm  
Position, Funding, Job Data  
BW PPE 10/10 |
| 9    | BW PAY DAY – PPE 9/26  
(Pay ID 09/26/15) |
| 10   | OC: Pay Day – PPE 09/24/15 |

**THURSDAY**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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</thead>
<tbody>
<tr>
<td>11</td>
<td>OC: Pay Day – PPE 10/08/15</td>
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</table>

**FRIDAY**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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</thead>
</table>
| 12   | Due to ES @ 5pm  
Form W-4, Direct-Deposit  
MON 10/31 |
| 13   | OC: Close Special Offcycle (OC) Time Collection @ 12pm  
OC: Processing/Confirm Special Offcycle |
| 14   | Due to ES @ 10am  
Direct Deposit Pulls  
OC Pay Day 10/9 |
| 15   | Approval Deadline @ 5pm  
Position, Funding, Job Data  
BW PPE 10/10 |
| 16   | Time Collection Close @ 5pm  
BW PPE 10/10 |
| 17   | Processing BW PPE 10/10/15 |
| 18   | OC: Pay Day – PPE 10/01/15 |

**SATURDAY**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>19</td>
<td>OC: Pay Day – PPE 10/22/15</td>
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</tbody>
</table>

**SUNDAY**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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</thead>
<tbody>
<tr>
<td>20</td>
<td>Processing MON PPE 10/31/15</td>
</tr>
<tr>
<td>21</td>
<td>Processing MON PPE 10/31/15</td>
</tr>
</tbody>
</table>
| 22   | Due to ES @ 10am  
Direct Deposit Pulls  
MON Pay Day 10/31  
OC Pay Day 10/31  
Noon: HRMS available for review or inquiry only |
| 23   | BW PAY DAY – PPE 10/10  
(Pay ID 10/23/15) |
| 24   | OC: Pay Day – PPE 10/15/15 |

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

**SYSTEM DOWN FOR UPGRADE TO 9.2**

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

**updated 03-11-15**