**JANUARY 2015 – University of Colorado Payroll Calendar – Denver & Anschutz**

Special OC Time Collection – opens at 9:00 AM on Fridays and closes at noon on Tuesdays. Submit Additional Pay for OC to HR by noon on Mondays.

<table>
<thead>
<tr>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
<th>SATURDAY</th>
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<tbody>
<tr>
<td>5</td>
<td>6</td>
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</tr>
</tbody>
</table>
| Due to ES @ 5pm  
• Form W-4, Direct-Deposit  
BW PPE 1/3  
UC Denver @ 12 pm (BW)  
Additional Pay Deadline  
BW Data Entered for approval  
SOM-New Hire & RA/PRA docs | Approval Deadline @ 5pm  
• Position, Funding, Job Data  
BW PPE 1/3 | Due to ES @ 10am  
• Check Stops  
• Advice Pulls  
OC Pay Day 1/9 | Time Collection Close @ 5pm  
BW PPE 1/3 | Processing BW PPE 01/03
Pay Period 12/21 – 1/3  
(Pay ID 01/03/15) |
| 11     | 12      | 13        | 14       | 15     | 16       |
| Run Payroll Register Report  
BW PPE 01/03 (Pay Day 1/16)  
Auto Term Process for Med Plan @ 10:00 AM  
UC Denver @ 5:00 pm  
PMR due to HR Office for 1/15/15 effective date | Due to ES @ 10am  
• Check Stops  
• Advice Pulls  
BW Pay Day 1/16  
OC Pay Day 1/16 | Approval Deadline @ 5pm  
• Position, Funding, Job Data  
MON PPE 1/31 | BW Pay Day – PPE 01/03  
(Pay ID 01/03/15) | BW Pay Period 01/04 – 1/17  
Pay Period End (PPE) 1/17  
(Pay ID 01/17/15) |
| 21     | 22      | 22        | 23       | 23     | 24       |
| Due to ES @ 10am  
• Check Stops  
• Advice Pulls  
OC Pay Day 1/23 | Time Collection Close @ 5pm  
BW PPE 1/17  
Processing MON PPE 01/31/15  
(Pay ID 01/31/15MON) | Noon:  
HRMS available for review or inquiry only | Processing BW PPE 01/17 | Run Payroll Register Report  
MON PPE 1/31 (Pay Day 1/30) |
| 29     | 30      | 31        |          |        |          |
| Run Payroll Register Report  
BW PPE 1/17 (Pay Day 01/30)  
UC Denver @ 5:00 pm  
PMR due to HR Office for 2/1/15 effective date | Due to ES @ 10am  
• Check Stops  
• Advice Pulls  
BW Pay Day 01/30  
MON Pay Day 1/30  
OC Pay Day 1/30 | BW Pay Day – PPE 1/17  
(Pay ID 01/17/15) | BW Pay Period 01/18 – 1/31  
Pay Period End (PPE) 1/31  
(Pay ID 01/31/15BW) |

**GRAY DAYS -- HRMS IS AVAILABLE FOR REVIEW ONLY beginning at noon-- HR TRANSACTIONS, PAYROLL EXPENSE TRANSFERS CANNOT BE COMPLETED after noon during GRAY PAYROLL PROCESSING DAYS ***

updated 01/15/14
# University of Colorado Payroll Calendar – Denver & Anschutz

Special OC Time Collection – opens at 9:00 AM on Fridays and closes at noon on Tuesdays. Submit Additional Pay for OC to HR by noon on Mondays.

<table>
<thead>
<tr>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
<th>SATURDAY</th>
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<td>2</td>
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<td>5</td>
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<td>7</td>
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</tbody>
</table>
| Due to ES @ 5pm  
  • Form W-4, Direct-Deposit  
  BW PPE 1/31  
  UC Denver @ 12 pm (BW)  
  Additional Pay Deadline  
  BW Data Entered for approval  
  SOM-New Hire & RA/PRA docs | Approval Deadline @ 5pm  
  • Position, Funding, Job Data  
  BW PPE 1/31  
  Due to ES @ 10am  
  • Check Stops  
  • Advice Pulls  
  OC Pay Day 2/06 | Time Collection Close @ 5pm  
  BW PPE 01/31/15  
  (Pay ID 01/31/15BW) | Processing BW PPE 01/31/15  
  (Pay ID 01/31/15BW) |  |
| 9      | 10      | 11        | 12       | 13     | 14       |
| Run Payroll Register Report  
  BW PPE 1/31 (Pay Day 2/13)  
  Due to ES @ 5pm  
  • Form W-4, Direct-Deposit  
  MON PPE 2/28  
  Auto Term Process for Med Plan @ 10:00 AM  
  UC Denver @ 5:00 pm  
  PMR due to HR Office for 2/15/15 effective date | Due to ES @ 5pm  
  • Form W-4, Direct-Deposit  
  BW PPE 2/14  
  Due to ES @ 10am  
  • Check Stops  
  • Advice Pulls  
  BW Pay Day 2/13  
  OC Pay Day 2/13 | Approval Deadline @ 5pm  
  • Position, Funding, Job Data  
  MON PPE 2/28  
  UC Denver @ 5 pm (EOM 2/26)  
  Additional Pay Deadline  
  EOM Data Entered for approval  
  UC Denver @ 5:00 pm  
  At-will PMR due to HR for January appointments | BW PAY DAY – PPE 1/31  
  (Pay ID 01/31/15BW)  
  UC Denver @ 12 pm (BW)  
  Additional Pay Deadline  
  BW Data Entered for approval  
  UC Denver @ 5:00 pm  
  PMR due to HR Office for 3/1/15 effective date |  |
| 16     | 17      | 18        | 19       | 20     | 21       |
| President’s Day Holiday  
  UCD closures:  
  Administrative Units - OPEN  
  AMC School/Colleges - CLOSED  
  DDC Schools/Colleges – OPEN | Time Collection Close @ 5pm  
  MON PPE 2/28  
  (Pay ID 02/28/15MO)  
  Approval Deadline @ 5pm  
  • Position, Funding, Job Data  
  BW PPE 2/14  
  Due to ES @ 10am  
  • Check Stops  
  • Advice Pulls  
  OC Pay Day 2/20 | Processing MON PPE 02/28/15  
  (Pay ID 02/28/15MO)  
  Time Collection Close @ 5pm  
  BW PPE 2/14  
  Due to ES @ 10am  
  • Check Stops  
  • Advice Pulls  
  OC Pay Day 2/20 | Vacation Payout Forms due to HR | Processing MON PPE 02/28/15  
  (Pay ID 02/28/15MO) |  |
| 23     | 24      | 25        | 26       | 27     | 28       |
| Run Payroll Register Report  
  BW PPE 2/14 (Pay Day 02/27)  
  UC Denver @ 5:00 pm  
  PMR due to HR Office for 3/1/15 effective date | Due to ES @ 10am  
  • Check Stops  
  • Direct Deposit Pulls  
  BW Pay Day 02/27  
  MON Pay Day 2/27  
  OC Pay Day 2/27 |  |  | BW PAY DAY – PPE 2/14  
  (Pay ID 02/14/15)  
  MON PAY DAY – PPE 0228  
  (Pay ID 02/28/14MON) | BW Pay Period 2/1– 2/14  
  Pay Period End (PPE) 02/14  
  (Pay ID 02/14/15) |  |

**Note:**
- **GRAY DAYS** – HRMS IS AVAILABLE FOR REVIEW ONLY beginning at noon—HR TRANSACTIONS, PAYROLL EXPENSE TRANSFERS CANNOT BE COMPLETED
- ***** HANDDRAWN CHECK TRANSACTIONS CAN NOT BE COMPLETED AFTER NOON DURING GRAY PAYROLL PROCESSING DAYS ***

*updated 01/15/14*
**MARCH 2015 – University of Colorado Payroll Calendar – Denver & Anschutz**

Special OC Time Collection – opens at 9:00 AM on Fridays and closes at noon on Tuesdays. Submit Additional Pay for OC to HR by noon on Mondays.

<table>
<thead>
<tr>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
<th>SATURDAY</th>
</tr>
</thead>
</table>
| 2 Due to ES @ 5pm  
• Form W-4, Direct-Deposit  
BW PPE 2/28  
UC Denver @ 12 pm (BW)  
Additional Pay Deadline  
BW Data Entered for approval  
SOM-New Hire & RA/PRA docs | 3 | 4 Due to ES @ 10am  
• Check Stops  
• Advice Pulls  
• OC Pay Day 03/20  
Approval Deadline @ 5pm  
• Position, Funding, Job Data  
BW PPE 2/28 | 5 Time Collection Close @ 5pm  
BW PPE 02/28/15 | 6 Processing BW PPE 2/28/15  
(Pay ID 02/28/15BW) | 7 |
| 9 Run Payroll Register Report  
BW PPE 02/28 (Pay Day 3/13)  
Due to ES @ 5pm  
• Form W-4, Direct-Deposit  
MON PPE 3/31  
Auto Term Process for Med Plan@ 10:00 am  
UC Denver @ 5:00 pm  
PMR due to HR Office for 3/15/15 effective date | 10 | 11 Due to ES @ 10am  
• Check Stops  
• Advice Pulls  
BW Pay Day 3/13  
OC Pay Day 03/13 | 12 Approval Deadline @ 5pm  
• Position, Funding, Job Data  
MON PPE 3/31 | 13 BW PAY DAY – PPE 2/28  
(Pay ID 02/28/15BW)  
UC Denver @ 5 pm (EOM 3/31)  
Additional Pay Deadline  
EOM Data Entered for approval  
UC Denver @ 5 pm (EOM 3/31)  
Vacation Payout Forms due to HR | 14 BW Pay Period 3/1– 3/14  
Pay Period End (PPE) 3/14  
(Pay ID 03/14/15) | 15 |
| 16 Due to ES @ 5pm  
• Form W-4, Direct-Deposit  
BW PPE 3/14  
UC Denver @ 12 pm (BW)  
Additional Pay Deadline  
BW Data Entered for approval  
UC Denver @ 5:00 pm  
At-will PMR due to HR for February appointments  
SOM-New Hire & RA/PRA docs | 17 | 18 Due to ES @ 10am  
• Check Stops  
• Advice Pulls  
• OC Pay Day 03/20 | 19 Time Collection Close @ 5pm  
MON PPE 3/31  
Approval Deadline @ 5pm  
• Position, Funding, Job Data  
BW PPE 3/14 | 20 Processing MON PPE 03/31/15  
(Pay ID 03/31/15) | 21 Noon:  
HRMS available for review or inquiry only | 22 |
| 23 Processing BW PPE 03/14/15  
Run Payroll Register Report  
MON PPE 3/31 (Pay Day 3/31)  
UC Denver @ 5:00 pm  
PMR due to HR Office for 4/1/15 effective date | 24 Run Payroll Register Report  
BW PPE 3/14 (Pay Day 03/27) | 25 Due to ES @ 10am  
• Check Stops  
• Direct Deposit Pulls  
BW Pay Day 3/27  
Pay Period End (PPE) 3/28  
(Pay ID 03/28/15) | 29 |
| 30 Due to ES @ 5pm  
• Form W-4, Direct-Deposit  
BW PPE 3/28  
UC Denver @ 12 pm (BW)  
Additional Pay Deadline  
BW Data Entered for approval  
SOM-New Hire & RA/PRA docs | 31 MON PAY DAY – PPE 3/31  
(Pay ID 03/31/15) | 32 Due to ES @ 10am  
• Check Stops  
• Direct Deposit Pulls  
MON Pay Day 3/31 | 33 | 34 | 35 | 36 | 37 | 38 | 39 | 40 | 41 | 42 | 43 | 44 | 45 | 46 | 47 | 48 | 49 | 50 | 51 | 52 | 53 | 54 | 55 | 56 | 57 | 58 | 59 | 60 | 61 | 62 | 63 | 64 | 65 | 66 | 67 | 68 | 69 | 70 | 71 | 72 | 73 | 74 | 75 | 76 | 77 | 78 | 79 | 80 | 81 | 82 | 83 | 84 | 85 | 86 | 87 | 88 | 89 | 90 | 91 | 92 | 93 | 94 | 95 | 96 | 97 | 98 | 99 | 100 |

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

***Handdrawn check transactions can not be completed after noon during Gray Payroll Processing Days***

updated 01/15/14
### April 2015 – University of Colorado Payroll Calendar – Denver & Anschutz

Special OC Time Collection – opens at 9:00 AM on Fridays and closes at noon on Tuesdays, except on April 22nd. Submit Additional Pay for OC to HR by noon on Mondays.

<table>
<thead>
<tr>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
<th>SATURDAY</th>
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</thead>
<tbody>
<tr>
<td>Run Payroll Register Report&lt;br&gt;BW PPE 3/28 (Pay Day 4/10)&lt;br&gt;UC Denver @ 5:00 pm PMR due to HR Office for 4/15/15 effective date</td>
<td>1&lt;br&gt;Approval Deadline @ 5pm&lt;br&gt;• Position, Funding, Job Data BW PPE 3/28&lt;br&gt;Due to ES @ 10am&lt;br&gt;• Check Stops&lt;br&gt;• Direct Deposit Pulls OC Pay Day 04/03</td>
<td>2&lt;br&gt;Time Collection Close @ 5pm&lt;br&gt;BW PPE 3/28</td>
<td>3&lt;br&gt;Processing BW PPE 03/28/15</td>
<td>4&lt;br&gt;MON Pay Day – PPE 4/11 (Pay ID 04/11/15)</td>
<td>5&lt;br&gt;MON Pay Day 4/11&lt;br&gt;Time Collection Close @ 5pm</td>
</tr>
<tr>
<td>6&lt;br&gt;Run Payroll Register Report&lt;br&gt;BW PPE 3/28 (Pay Day 4/10)&lt;br&gt;UC Denver @ 5:00 pm PMR due to HR Office for 4/15/15 effective date</td>
<td>7&lt;br&gt;Due to ES @ 10am&lt;br&gt;• Check Stops&lt;br&gt;• Direct Deposit Pulls OW Pay Day 4/10 OC Pay Day 04/10</td>
<td>8&lt;br&gt;Due to ES @ 10am&lt;br&gt;• Check Stops&lt;br&gt;• Direct Deposit Pulls BW Pay Day 4/10 OC Pay Day 04/10</td>
<td>9&lt;br&gt;Processing BW PPE 04/11/15&lt;br&gt;Time Collection Close @ 5pm&lt;br&gt;MON PPE 4/30</td>
<td>10&lt;br&gt;BW PAY DAY – PPE 3/28 (Pay ID 03/28/15)</td>
<td>11&lt;br&gt;BW Pay Period 3/29 – 4/11 Pay Period End (PPE) 4/11 (Pay ID 04/11/15)</td>
</tr>
<tr>
<td>13&lt;br&gt;Due to ES @ 5pm&lt;br&gt;• Form W-4, Direct-Deposit BW PPE 4/11&lt;br&gt;MON PPE 4/30&lt;br&gt;Auto Term Process for Med Plan@ 10:00 am&lt;br&gt;UC Denver @ 12 pm (BW)&lt;br&gt;Additional Pay Deadline BW Data Entered for approval&lt;br&gt;SOM-New Hire &amp; RA/PRA docs</td>
<td>14&lt;br&gt;UC Denver @ 5 pm (EOM 4/30)&lt;br&gt;Additional Pay Deadline EOM Data Entered for approval&lt;br&gt;UC Denver @ 5 pm (EOM 4/30)&lt;br&gt;Vacation Payout Forms due to HR</td>
<td>15&lt;br&gt;Approval Deadline @ 5pm&lt;br&gt;• Position, Funding, Job Data BW PPE 4/11&lt;br&gt;MON PPE 4/30&lt;br&gt;Due to ES @ 10am&lt;br&gt;• Check Stops&lt;br&gt;• Direct Deposit Pulls OC Pay Day 04/17</td>
<td>16&lt;br&gt;Time Collection Close @ 5pm&lt;br&gt;BW PPE 4/11</td>
<td>17&lt;br&gt;Processing BW PPE 04/11/15&lt;br&gt;Time Collection Close @ 5pm&lt;br&gt;MON PPE 4/30</td>
<td>18&lt;br&gt;MON Pay Day – PPE 4/11 (Pay ID 04/11/15)</td>
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<tr>
<td>20&lt;br&gt;Processing MON PPE 04/30/15 (Pay ID 04/30/15)&lt;br&gt;Run Payroll Register Report&lt;br&gt;BW PPE 4/11 (Pay Day 4/24)&lt;br&gt;UC Denver @ 5:00 pm PMR due to HR Office for 5/1/15 effective date</td>
<td>21&lt;br&gt;Processing MON PPE 04/30/15 (Pay ID 04/30/15)&lt;br&gt;NOON:HRMS available for review or inquiry only</td>
<td>22&lt;br&gt;OC: Close Special Offcycle (OC)&lt;br&gt;Time Collection @ 12pm&lt;br&gt;OC: Processing/Confirm Special Offcycle&lt;br&gt;Run Payroll Register Report&lt;br&gt;MON PPE 4/30 (Pay Day 4/30)</td>
<td>23&lt;br&gt;BW PAY DAY – PPE 4/11 (Pay ID 04/11/15)</td>
<td>24&lt;br&gt;BW Pay Period 4/12 – 4/25 Pay Period End (PPE) 4/25 (Pay ID 04/25/15)</td>
<td>25&lt;br&gt;MON Pay Day 4/30&lt;br&gt;MON Pay Day 4/30&lt;br&gt;MON Pay Day 4/30</td>
</tr>
</tbody>
</table>
| 27<br>Due to ES @ 5pm<br>• Form W-4, Direct-Deposit BW PPE 4/25<br>UC Denver @ 12 pm (BW)<br>Additional Pay Deadline BW Data Entered for approval | 28<br>Due to ES @ 10am<br>• Check Stops<br>• Direct Deposit Pulls BW Pay Day 4/24 OC Pay Day 04/24 | 29<br>Due to ES @ 10am<br>• Check Stops<br>• Direct Deposit Pulls BW Pay Day 4/24 OC Pay Day 04/24 | 30<br>MON PAY DAY – PPE 4/30 (Pay ID 04/30/15) | **Time Collection Close @ 5pm<br>BW PPE 4/25** | **updated 01/15/14** 

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

*** HANDDRAWN CHECK TRANSACTIONS CAN NOT BE COMPLETED AFTER NOON DURING GRAY PAYROLL PROCESSING DAYS ***
**May 2015 - University of Colorado Payroll Calendar – Denver & Anschutz**

Special OC Time Collection – opens at 9:00 AM on Fridays and closes at noon on Tuesdays except May 18. Submit Additional Pay for OC to HR by noon on Mondays.

<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>4 Run Payroll Register Report BW PPE 4/25 (Pay Day 5/08) SOM-New Hire &amp; RA/PRA docs</td>
<td>5</td>
<td>6 Due to ES @ 10am • Check Stops • Direct Deposit Pulls BW Pay Day 5/08 OC Pay Day 5/08</td>
<td>7</td>
<td>8 BW PAY DAY – PPE 4/25 (Pay ID 04/25/15)</td>
<td>9 BW Pay Period 4/26 – 5/09 Pay Period End (PPE) 5/09 (Pay ID 05/09/15)</td>
</tr>
<tr>
<td>11 Auto Term Process for Med Plan@ 10:00 am) Due to ES @ 5pm • Form W-4, Direct-Deposit MON PPE 5/31</td>
<td>12 Due to ES @ 5pm • Form W-4, Direct-Deposit MON PPE 5/31</td>
<td>13 Approval Deadline @ 5pm • Position, Funding, Job Data BW PPE 5/09 MON PPE 5/31</td>
<td>14 Time Collection Close @ 5pm BW PPE 5/09</td>
<td>15 Processing BW PPE 05/09/15</td>
<td>16</td>
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<td>17</td>
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<tr>
<td>18 OC: Close Special Offcycle (OC) Time Collection @ 12pm OC: Processing/Confirm Special Offcycle Time Collection Close @ 5pm MON PPE 5/31 Run Payroll Register Report BW PPE 5/09(Pay Day 5/22) SOM-New Hire &amp; RA/PRA docs</td>
<td>19 processing MON PPE 05/31/15 (Pay ID 05/31/15)</td>
<td>20 Processing MON PPE 05/31/15 (Pay ID 05/31/15) Due to ES @ 10am • Check Stops • Direct Deposit Pulls BW Pay Day 5/22 OC Pay Day 5/22 Noon: HRMS available for review or inquiry only</td>
<td>21 Run Payroll Register Report MON PPE 5/31 (Pay Day 5/29)</td>
<td>22 BW PAY DAY – PPE 5/09 (Pay ID 05/09/15) Due to ES @ 5pm • Form W-4, Direct-Deposit BW PPE 5/23</td>
<td>23 BW Pay Period 5/10 – 5/23 Pay Period End (PPE) 5/23 (Pay ID 05/23/15)</td>
</tr>
<tr>
<td>26 Memorial Day Holiday ALL CAMPUSES CLOSED</td>
<td>27 Approval Deadline @ 5pm • Position, Funding, Job Data BW PPE 5/23 Due to ES @ 10am • Check Stops • Direct Deposit Pulls MON Pay Day 5/29 OC Pay Day 5/29</td>
<td>28 Time Collection Close @ 5pm BW PPE 5/23</td>
<td>29 Processing BW PPE 05/23/15 MON PAY DAY – PPE 5/29 (Pay ID 05/31/15)</td>
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**JUNE 2015 – University of Colorado Payroll Calendar – Denver & Anschutz**

**Special OC Time Collection – opens at 9:00 AM on Fridays and closes at noon on Tuesdays – except NO OC PAYROLL JUNE 26-JULY 2.**

<table>
<thead>
<tr>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
<th>SATURDAY</th>
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<tbody>
<tr>
<td>Run Payroll Register Report</td>
<td>Due to ES @ 10am</td>
<td>Due to ES @ 10am</td>
<td>BW PAY DAY – PPE 5/23</td>
<td>6</td>
<td>BW Pay Period 5/24 – 6/6 Pay Period End (PPE) 6/6 (Pay ID 06/06/15)</td>
</tr>
<tr>
<td>BW PPE 5/23 (Pay Day 6/5)</td>
<td>• Check Stops</td>
<td>• Check Stops</td>
<td>(Pay ID 05/23/15)</td>
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<tr>
<td>SOM-New Hire &amp; RA/PRA docs</td>
<td>• Direct Deposit Pulls</td>
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<td>BW Pay Day 6/5</td>
<td>OC Pay Day 6/12</td>
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<tr>
<td>Auto Term Process for Med Plan@ 10:00 am) Due to ES @ 5pm</td>
<td>Due to ES @ 10am</td>
<td>Time Collection Close @ 5pm</td>
<td>BW PPE 6/6</td>
<td>12</td>
<td>Processing BW PPE 6/6/15</td>
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<td>• Form W-4, Direct-Deposit</td>
<td>• Check Stops</td>
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<td>BW PPE 6/6</td>
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<tr>
<td>BW PPE 6/6</td>
<td>• Direct Deposit Pulls</td>
<td>Due to ES @ 5pm</td>
<td>UC Denver @ 5 pm (EOM 6/30)</td>
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<tr>
<td>UC Denver @ 12 pm (BW) Additional Pay Deadline</td>
<td>OC Pay Day 6/12</td>
<td>• Form W-4, Direct-Deposit</td>
<td>Additional Pay Deadline</td>
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</tr>
<tr>
<td>BW Data Entered for approval</td>
<td>Approval Deadline @ 5pm</td>
<td>MON PPE 6/30</td>
<td>EOM Data Entered for approval</td>
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<tr>
<td>UC Denver @ 5:00 pm PMR due to HR Office for 6/15/15</td>
<td>• Position, Funding, Job Data</td>
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<td>UC Denver @ 5 pm (EOM 6/30)</td>
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<tr>
<td>effective date</td>
<td>BW PPE 6/6</td>
<td></td>
<td>Vacation Payout Forms due to HR</td>
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<tr>
<td>Run Payroll Register Report</td>
<td>Run Payroll Register Report</td>
<td>Time Collection Close @ 5pm</td>
<td>Processing BW PPE 6/6/15</td>
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<tr>
<td>BW PPE 6/6/15 (Pay Day 6/19)</td>
<td>BW PPE 6/6/30</td>
<td>MON PPE 6/30</td>
<td>UC Denver @ 5 pm (EOM 6/30)</td>
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<tr>
<td>Approval Deadline @ 5pm</td>
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<td>Additional Pay Deadline</td>
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<tr>
<td>• Position, Funding, Job Data</td>
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GRAY DAYS – HRMS IS AVAILABLE FOR REVIEW ONLY beginning at noon– HR TRANSACTIONS, PAYROLL EXPENSE TRANSFERS CANNOT BE COMPLETED

*** HANDDRAWN CHECK TRANSACTIONS CAN NOT BE COMPLETED AFTER NOON DURING GRAY PAYROLL PROCESSING DAYS *** updated 01/15/14
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<th>MONDAY</th>
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<td>8 Due to ES @ 10am</td>
<td>9 Time Collection Close @ 5pm BW PPE 7/4</td>
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<td>16 Approval Deadline @ 5pm • Position, Funding, Job Data</td>
<td>17 BW PAY DAY – PPE 7/4 (Pay ID 07/04/15)</td>
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<td>20 Auto Term Process for Med Plan@ 10:00 am</td>
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<td>23 Run Payroll Register Report MON PPE 7/31 (Pay Day 7/31)</td>
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<td>23 Run Payroll Register Report MON PPE 7/31 (Pay Day 7/31)</td>
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<td>21 Time Collection Close @ 5pm MON PPE 7/31 (Pay ID 07/31/15)</td>
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<td>22 Due to ES @ 10am</td>
<td>23 Run Payroll Register Report MON PPE 7/31 (Pay Day 7/31)</td>
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<td>27 Run Payroll Register Report BW PPE 7/18 (Pay Day 7/31)</td>
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<td>29 Run Payroll Register Report MON PPE 7/31 (Pay Day 7/31)</td>
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<td>27 Run Payroll Register Report BW PPE 7/18 (Pay Day 7/31)</td>
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<td>29 Run Payroll Register Report MON PPE 7/31 (Pay Day 7/31)</td>
<td>30 BW PAY DAY – PPE 7/18 (Pay ID 07/18/15)</td>
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