

# DECEMBER 2015 – University of Colorado Payroll Calendar – Denver & Anschutz

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 begins at 2 PM</b>	4 <b>BW PAY DAY – PPE 11/21</b> (Pay ID 11/21/15)  <b>OC: Pay Day – PPE 11/26/15</b>	5 BW Pay Period 11/22-12/5 Pay Period End (PPE) 12/5 (Pay ID 12/05/15)  6
7 <b>Due to ES @ 5pm</b> • Form W-4, Direct-Deposit BW PPE 12/5 <a href="#">CU Denver @ 12 pm (BW)</a> Additional Pay Deadline BW Data Entered for approval  <a href="#">CU Denver @ 5:00 pm</a> PMR due to HR Office for 12/15/15 effective date	8 <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 Processing BW PPE 12/05/15  <b>OC: Pay Day – PPE 12/03/15</b>  <a href="#">CU Denver @ 5 pm (EOM 12/31)</a> Additional Pay Deadline EOM Data Entered for approval <a href="#">CU Denver @ 5 pm (EOM 12/31)</a> Vacation Payout Forms due to HR	12  13
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>  SOM-New Hire & RA/PRA docs	15  <b>OC: Processing begins at noon</b>  <a href="#">CU Denver @ 5 pm</a> At-will PMR due to HR for November appointments	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>  <a href="#">CU Denver @ 12 pm</a> Additional Pay Deadline for OC	19 BW Pay Period 12/6- 12/19 Pay Period End (PPE) 12/19 (Pay ID 12/19/15)  20
21 <b>Run Payroll Register Report</b> <b>MON PPE 12/31, PayDay 12/31</b>  <a href="#">CU Denver @ 5:00 pm</a> PMR due to HR Office for 1/1/16 effective date	22 <b>Due to ES @ 10am</b> • Direct Deposit Pulls OC Pay Day 12/24  <b>OC Upload deadline 5 pm</b>  <a href="#">CU Denver @ 12 pm (BW)</a> Additional Pay Deadline BW Data Entered for approval	23  <b>Approval Deadline @ 5pm</b> • Position, Funding, Job Data BW PPE 12/19  <b>OC: Processing begins at 10 am</b>	24 <i>Christmas Eve</i> <b>UCB, UCSS, 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  27
28 <b>Time Collection Close @ 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>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  <b>OC upload deadline 5 pm</b>	30  <b>UCD closure:</b> Administrative Units- OPEN AMC School/Colleges- OPEN DDC Schools/Colleges – CLOSED  <b>OC: Processing begins at 10 am</b>	31 <i>New Year's Eve</i> <b>UCSS, 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>	

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

updated 12/18/15

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