# January 2015 – University of Colorado Payroll Calendar – System

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| **Due to ES @ 10am**  
• Direct Deposit Pulls  
MON Pay Day 12/31 | **Run Payroll Register Report**  
BW PPE 12/20, Pay Day 01-02 | **New Year's Eve**  
UCCS, SYS closed | **New Year's Day Holiday**  
ALL CAMPUS CLOSED | **BW Pay Day – PPE 12/20**  
(Pay ID 12/20/14) | **BW Pay Period 12/21 – 1/3**  
Pay Period End (PPE) 1/3  
(Pay ID 01/03/15) |
| 5      | 6       | 7         | 8        | 9      | 10       |
| **Due to ES @ 5pm**  
• Form W-4, Direct-Deposit  
BW PPE 1/3 | **OC: Close Special Offcycle (OC)**  
Time Collection @ 12pm  
OC: Processing/Confirm Special Offcycle | **Approval Deadline @ 5pm**  
• Position, Funding, Job Data  
BW PPE 1/3 | **Time Collection Close @ 5pm**  
BW PPE 1/3 | **Processing BW PPE 01/03**  
OC: Pay Day – PPE 1/1  
OC: Open Special Offcycle Time Collection @ 9:00 AM | 11 |
| 12     | 13      | 14        | 15       | 16     | 17       |
| **Run Payroll Register Report**  
BW PPE 01/03 (Pay Day 1/16) | **OC: Close Special Offcycle (OC)**  
Time Collection @ 12pm  
OC: Processing/Confirm Special Offcycle | **Due to ES @ 10am**  
• Check Stops  
• Advice Pulls  
OC Pay Day 1/9 | **Approval Deadline @ 5pm**  
• Position, Funding, Job Data  
MON PPE 1/31 | **BW Pay Day – PPE 01/03**  
(Pay ID 01/03/15)  
OC: Pay Day – PPE 1/8  
OC: Open Special Offcycle Time Collection @ 9:00 AM | **BW Pay Period 01/04 – 1/17**  
Pay Period End (PPE) 1/17  
(Pay ID 01/17/15) |
| 19     | 20      | 21        | 22       | 23     | 24       |
| **Martin Luther King Holiday**  
UCC, UCCS, & SYS closed  
UCD closures:  
Administrative Units - OPEN  
AMC School/Colleges - OPEN  
DDC Schools/Colleges – CLOSED | **OC: Close Special Offcycle (OC)**  
Time Collection @ 12pm  
OC: Processing/Confirm Special Offcycle | **Due to ES @ 10am**  
• Check Stops  
• Advice Pulls  
OC Pay Day 1/23  
MON PPE 1/31  
(Pay ID 01/31/15MON) | **Processing MON PPE 01/31/15**  
(Pay ID 01/31/15MON)  
Noon:  
HRMS available for review or inquiry only | **Processing BW PPE 01/17**  
OC: Pay Day – PPE 1/15  
OC: Open Special Offcycle Time Collection @ 9:00 AM | **Run Payroll Register Report**  
MON PPE 1/31 (Pay Day 1/30) |
| 26     | 27      | 28        | 29       | 30     | 31       |
| **Run Payroll Register Report**  
BW PPE 1/17 (Pay Day 01/30) | **OC: Close Special Offcycle (OC)**  
Time Collection @ 12pm  
OC: Processing/Confirm Special Offcycle | **Due to ES @ 10am**  
• Check Stops  
• Advice Pulls  
MON Pay Day 1/30  
MON Pay Day 1/30  
OC Pay Day 1/30 | 30  
**BW Pay Day – PPE 1/17**  
(Pay ID 01/17/15)  
MON PAY DAY – PPE 1/31  
(Pay ID 01/31/15MON)  
OC: Pay Day – PPE 1/22  
OC: Open Special Offcycle Time Collection @ 9:00 AM | **BW Pay Period 01/18 – 1/31**  
Pay Period End (PPE) 1/31  
(Pay ID 01/31/15BW) | 1 |

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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*
# FEBRUARY 2015 – University of Colorado Payroll Calendar – SYSTEM

<table>
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<th>MONDAY</th>
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<td>BW Pay Period 01/18 – 1/31 Pay Period End (PPE) 1/31 (Pay ID 01/31/15BW)</td>
</tr>
<tr>
<td>2 Due to ES @ 5pm • Form W-4, Direct-Deposit BW PPE 1/31</td>
<td>3 OC: Close Special Offcycle (OC) Time Collection @ 12pm OC: Processing/Confirm Special Offcycle</td>
<td>4 Approval Deadline @ 5pm • Position, Funding, Job Data BW PPE 1/31</td>
<td>5 Time Collection Close @ 5pm BW PPE 01/31/15 (Pay ID 01/31/15BW) Due to ES @ 10am • Check Stops • Advice Pulls OC Pay Day 2/06</td>
<td>6 Processing BW PPE 01/31/15 (Pay ID 01/31/15BW) OC: Pay Day – PPE 01/29 OC: Open Special Offcycle Time Collection @ 9:00 AM</td>
<td>7</td>
</tr>
<tr>
<td>8</td>
<td>9 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</td>
<td>10 OC: Close Special Offcycle (OC) Time Collection @ 12pm OC: Processing/Confirm Special Offcycle</td>
<td>11 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</td>
<td>12 Approval Deadline @ 5pm • Position, Funding, Job Data MON PPE 2/28</td>
<td>13 BW PAY DAY – PPE 1/31 (Pay ID 01/31/15BW) OC: Pay Day – PPE 02/05 OC: Open Special Offcycle Time Collection @ 9:00 AM</td>
</tr>
<tr>
<td>15</td>
<td>16 President’s Day Holiday UCD closures: Administrative Units - OPEN AMC School/Colleges - CLOSED DDC Schools/Colleges – OPEN</td>
<td>17 OC: Close Special Offcycle (OC) Time Collection @ 12pm OC: Processing/Confirm Special Offcycle Time Collection Close @ 5pm BW PPE 2/28 (Pay ID 02/28/15MO) Approval Deadline @ 5pm • Position, Funding, Job Data BW PPE 2/14</td>
<td>18 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</td>
<td>19 Processing MON PPE 02/28/15 (Pay ID 02/28/15MO) Noon: HRMS available for review or inquiry only</td>
<td>20 Processing BW PPE 02/14/15 (Pay ID 02/14/15) OC: Pay Day – PPE 02/12 OC: Open Special Offcycle Time Collection@ 9:00 AM Run Payroll Register Report MON PPE 2/28 (Pay Day 2/27)</td>
</tr>
<tr>
<td>22</td>
<td>23 Run Payroll Register Report BW PPE 2/14 (Pay Day 02/27)</td>
<td>24 OC: Close Special Offcycle (OC) Time Collection @ 12pm OC: Processing/Confirm Special Offcycle</td>
<td>25 Due to ES @ 10am • Check Stops • Direct Deposit Pulls BW Pay Day 02/27 MON Pay Day 2/27 OC Pay Day 2/27</td>
<td>26</td>
<td>27 BW PAY DAY – PPE 2/14 (Pay ID 02/14/15) MON PAY DAY – PPE 0228 (Pay ID 02/28/14MON) OC: Pay Day – PPE 02/19 OC: Open Special Offcycle Time Collection @ 9:00 AM</td>
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</tbody>
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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
**MARCH 2015 – University of Colorado Payroll Calendar – SYSTEM**

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<td>OC: Processing/Confirm Special Offcycle</td>
<td>• Advice Pulls</td>
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<td>Pay Period End (PPE) 3/14</td>
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<td></td>
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<td>• OC Pay Day 03/20</td>
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<td>Pay Period End (PPE) 3/14</td>
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<td>Approval Deadline @ 5pm</td>
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<td>9 Run Payroll Register Report BW PPE 02/28 (Pay Day 3/13)</td>
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<td>Due to ES @ 5pm</td>
<td>OC: Close Special Offcycle</td>
<td>Due to ES @ 10am</td>
<td>Approval Deadline @ 5pm</td>
<td>Processing BW PAY DAY – PPE 2/28</td>
<td>Pay Period End (PPE) 3/14</td>
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<tr>
<td>• Form W-4, Direct-Deposit MON PPE 3/31</td>
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<td>MON PPE 3/31</td>
<td>(Pay ID 02/28/15BW)</td>
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<td>Auto Term Process for Med Plan@ 10:00 am</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
APRIL 2015 – University of Colorado Payroll Calendar – SYSTEM

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| Due to ES @ 5pm  
• Form W-4, Direct-Deposit  
BW PPE 3/28 | OC: Close Special Offcycle  
(OC) Time Collection @ 12pm  
OC: Processing/Confirm  
Special Offcycle | Approval Deadline @ 5pm  
• Position, Funding, Job Data  
BW PPE 3/28 | Time Collection Close @ 5pm  
BW PPE 3/28 | Processing BW PPE 03/28/15 |  
**OC PAY DAY – PPE 03/26**  
OC: Open Special Offcycle Time Collection @ 9:00 AM |
| 6      | Run Payroll Register Report  
BW PPE 3/28 (Pay Day 4/10) | OC: Close Special Offcycle  
(OC) Time Collection @ 12pm  
OC: Processing/Confirm  
Special Offcycle | Due to ES @ 10am  
• Check Stops & DD Pulls  
OC Pay Day 04/03 |  
**OC PAY DAY – PPE 03/26**  
OC: Open Special Offcycle Time Collection @ 9:00 AM |
| 13     | 14      | 15        | 16       | 17     | 18       |
| Due to ES @ 5pm  
• Form W-4, Direct-Deposit  
BW PPE 4/11  
MON PPE 4/30 | OC: Close Special Offcycle  
(OC) Time Collection @ 12pm  
OC: Processing/Confirm  
Special Offcycle | Approval Deadline @ 5pm  
• Position, Funding, Job Data  
BW PPE 4/11  
MON PPE 4/30 | Time Collection Close @ 5pm  
BW PPE 4/11 | Processing BW PPE 04/11/15  
**Time Collection Close @ 5pm**  
MON PPE 4/30 |  
**OC PAY DAY – PPE 04/02**  
OC: Open Special Offcycle Time Collection@ 9:00 AM |
| 20     | 21      | 22        | 23       | 24     | 25       |
| Processing MON PPE 04/30/15  
(Pay ID 04/30/15)  
Run Payroll Register Report  
BW PPE 4/11 (Pay Day 4/24) | Processing MON PPE 04/30/15  
(Pay ID 04/30/15)  
Noon:  
HRMS available for review or inquiry only | OC: Close Special Offcycle  
(OC) Time Collection @ 9 am  
OC: Processing/Confirm  
Special Offcycle |  
**MON PAY DAY – PPE 4/30**  
(Pay ID 04/30/15)  
**Time Collection Close @ 5pm**  
MON PPE 4/25 | **MON PAY DAY – PPE 4/30**  
(Pay ID 04/30/15)  
**Time Collection Close @ 5pm**  
MON PPE 4/25 |  
**MON PAY DAY – PPE 4/30**  
(Pay ID 04/30/15)  
**Time Collection Close @ 5pm**  
MON PPE 4/25 |

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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<td>BW PPE 4/25</td>
<td>OC: Processing/Confirm Special Offcycle</td>
<td>• Direct Deposit Pulls</td>
<td>Time Collection Close @ 5pm</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>OC Pay Day 05/1</td>
<td>BW PPE 4/25</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4 Run Payroll Register Report</td>
<td>5 OC: Close Special Offcycle</td>
<td>6 Due to ES @ 10am</td>
<td>7</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BW PPE 4/25 (Pay Day 5/08)</td>
<td>(OC) Time Collection @ 12pm</td>
<td>• Check Stops</td>
<td>Time Collection Close @ 5pm</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>OC: Processing/Confirm Special Offcycle</td>
<td>• Direct Deposit Pulls</td>
<td>BW PPE 4/25</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11 Auto Term Process for Med Plan@ 10:00 am</td>
<td>12 Due to ES @ 5pm</td>
<td>13 Approval Deadline @ 5pm</td>
<td>14</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Due to ES @ 5pm</td>
<td>• Form W-4, Direct-Deposit</td>
<td>• Position, Funding, Job Data</td>
<td>Time Collection Close @ 5pm</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MON PPE 5/31</td>
<td>MON PPE 5/31</td>
<td>BW PPE 5/09</td>
<td></td>
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<td></td>
</tr>
<tr>
<td></td>
<td>OC: Close Special Offcycle</td>
<td>OC Pay Day 05/08</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(OC) Time Collection @ 12pm</td>
<td>OC Pay Day 05/08</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>OC: Processing/Confirm Special Offcycle</td>
<td>• Check Stops</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>18 OC: Close Special Offcycle (OC)</td>
<td>19 Processing MON PPE 05/31/15</td>
<td>20 Processing MON PPE 05/31/15</td>
<td>21 Run Payroll Register Report</td>
<td>22 BW PAY DAY – PPE 5/09</td>
<td>23</td>
</tr>
<tr>
<td>Time Collection Close @ 5pm Run Payroll</td>
<td>(Pay ID 05/31/15)</td>
<td>(Pay ID 05/31/15)</td>
<td>MON PPE 5/31 (Pay Day 5/29)</td>
<td>(Pay ID 05/09/15)</td>
<td>BW Pay Period 5/10 – 5/23 Pay Period End (PPE) 5/23 (Pay ID 05/23/15)</td>
</tr>
<tr>
<td>Register Report</td>
<td></td>
<td></td>
<td>Due to ES @ 5pm</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MON PPE 5/07 (Pay Day 5/22)</td>
<td></td>
<td></td>
<td>• Form W-4, Direct-Deposit</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>BW PPE 5/23</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>OC Pay Day 5/22</td>
<td></td>
<td></td>
</tr>
<tr>
<td>25 Memorial Day Holiday ALL CAMPUSES CLOSED</td>
<td>26 OC: Close Special Offcycle</td>
<td>27 Approval Deadline @ 5pm</td>
<td>28 Time Collection Close @ 5pm</td>
<td>29 Processing BW PPE 05/23/15</td>
<td>30</td>
</tr>
<tr>
<td></td>
<td>(OC) Time Collection @ 12pm</td>
<td>• Position, Funding, Job Data</td>
<td>BW PPE 5/23</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>OC: Processing/Confirm Special Offcycle</td>
<td>• Check Stops</td>
<td></td>
<td></td>
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</tr>
<tr>
<td></td>
<td></td>
<td>• Direct Deposit Pulls</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>MON Pay Day 5/29</td>
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<tr>
<td></td>
<td></td>
<td>OC Pay Day 05/29</td>
<td></td>
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</tr>
</tbody>
</table>

**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*
**June 2015 – University of Colorado Payroll Calendar – System**

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday/Sunday</th>
</tr>
</thead>
</table>
| 1      | Run Payroll Register Report  
BW PPE 6/23 (Pay Day 6/5)  | OC: Close Special Offcycle  
(OC) Time Collection @ 12pm  
OC: Processing/Confirm Special Offcycle | Due to ES @ 10am  
• Check Stops  
• Direct Deposit Pulls  
BW Pay Day 6/5  
OC Pay Day 6/5 | 5  
BW Pay Day – PPE 5/23  
(Pay ID 05/23/15)  
OC Pay Day – PPE 5/28 | 6  
BW Pay Period 5/24 – 6/6  
Pay Period End (PPE) 6/6  
(Pay ID 06/06/15) |
| 8      | Auto Term Process for Med Plan @ 10:00 am | 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 6/12 | 11  
Time Collection Close @ 5pm  
BW PPE 6/6  
Due to ES @ 5pm  
• Form W-4, Direct-Deposit  
MON PPE 6/30 | 12  
Processing BW PPE 6/6/15  
OC Pay Day 6/11 | 13 |
| 15     | Run Payroll Register Report  
BW PPE 6/6 (Pay Day 6/19)  | OC: Close Special Offcycle  
(OC) Time Collection @ 12pm  
OC: Processing/Confirm Special Offcycle | Time Collection Close @ 5pm  
MON PPE 6/30 | 17  
Time Collection Close @ 5pm  
MON PPE 6/30 | 18  
Processing MON PPE 06/30/15  
(Pay ID 06/30/15)  
BW Pay Day – PPE 6/6  
(Pay ID 06/06/15)  
OC Pay Day – PPE 6/11  
OC: Open Special Offcycle Time Collection@ 9:00 AM  
Due to ES @ 5pm  
• Form W-4, Direct-Deposit  
MON PPE 6/30 | 19  
Processing MON PPE 06/30/15  
(Pay ID 06/30/15)  
BW Pay Period 6/7 – 6/20  
Pay Period End (PPE) 6/20  
(Pay ID 06/20/15) |
| 22     | Due to ES @ 5pm  
• Form W-4, Direct-Deposit  
BW PPE 6/20 | OC: Close Special Offcycle  
(OC) Time Collection @ 12pm  
OC: Processing/Confirm Special Offcycle | Due to ES @ 10am  
• Check Stops  
• Direct Deposit Pulls  
BW Pay Day 6/19  
OC Pay Day 06/19 | 25  
Approval Deadline @ 5pm  
• Position, Funding, Job Data  
BW PPE 6/20  
Time Collection Close @ 5pm  
BW PPE 6/20 | 26  
OC Pay Day – PPE 6/18 | 27 |
| 29     | Process FY2015 Payroll @ 10 am  
Process BW PPE 06/20/15 | 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 6/28 | 30  
Salary Upload Processing  
HRMS available for review or inquiry only  
Due to ES @ 10am  
• Check Stops  
• Direct Deposit Pulls  
BW Pay Day 07/02  
Run Payroll Register Report  
BW PPE 6/20 (Pay Day 7/2) | 28 |

---

**Notes:**
- **Gray Days** – HRMS is available for review only beginning at noon – HR Transactions, Payroll Expense Transfers cannot be completed.
- **Handdrawn Check Transactions** cannot be completed after noon during Gray Payroll Processing Days.

*Updated 01/15/14*
# JULY 2015 – University of Colorado Payroll Calendar – SYSTEM

<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>29</td>
<td>30</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
</tbody>
</table>
| Process FY2015 Payroll @10 am
Process BW PPE 06/20/15 | Salary Upload Processing HRMS available for review or inquiry only | MON PAY DAY – PPE 6/30
(Pay ID 06/30/15) | BW PAY DAY – PPE 6/20
(Pay ID 06/20/15) | Independence Day Holiday
ALL CAMPUSES CLOSED | 5 |
| 6      | 7       | 8         | 9        | 10     | 11              |
| Due to ES @ 5pm
• Form W-4, Direct-Deposit BW PPE 7/4 | OC: Close Special Offcycle
(OC) Time Collection @ 12pm
OC: Processing/Confirm Special Offcycle | Due to ES @ 10am
• Check Stops
• Direct Deposit Pulls
BW Pay Day 7/10 | Time Collection Close @ 5pm
BW PPE 7/4
Approval Deadline @ 5pm
• Position, Funding, Job Data
BW PPE 7/4 | Processing BW PPE 07/04/15
OC PAY DAY – PPE 7/2
OC: Open Special Offcycle
Time Collection@ 8:00 AM | 12 |
| 13     | 14      | 15        | 16       | 17     | 18              |
| Auto Term Process for Med Plan @ 10:00 am) | OC: Close Special Offcycle
(OC) Time Collection @ 12pm
OC: Processing/Confirm Special Offcycle | Due to ES @ 10am
• Check Stops
• Direct Deposit Pulls
BW Pay Day 7/17
OC Pay Day 7/17 | Approval Deadline @ 5pm
• Position, Funding, Job Data
MON PPE 7/31 | BW PAY DAY – PPE 7/4
(Pay ID 07/04/15) | BW Pay Period 7/5 – 7/18
Pay Period End (PPE) 7/18
(Pay ID 07/18/15) | 19 |
| 20     | 21      | 22        | 23       | 24     | 25              |
| OC: Close Special Offcycle (OC)
Time Collection Close @ 5pm
MON PPE 7/31
(Pay ID 07/31/15)
Due to ES @ 5pm
• Form W-4, Direct-Deposit BW PPE 7/18
Approval Deadline @ 5pm
• Position, Funding, Job Data BW PPE 7/18 | Processing MON PPE 07/31/15
(Pay ID 07/31/15) | Due to ES @ 10am
• Check Stops
• Direct Deposit Pulls
OC Pay Day 7/24 | Run Payroll Register Report
MON PPE 7/31 (Pay Day 7/31) | Processing BW PPE 07/18/15
OC PAY DAY – PPE 7/16
OC: Open Special Offcycle
Time Collection@ 9:00 AM | 26 |
| 27     | 28      | 29        | 30       | 31     |                 |
| Run Payroll Register Report
BW PPE 7/18 (Pay Day 7/31) | OC: Close Special Offcycle
(OC) Time Collection @ 12p
OC: Processing/Confirm Special Offcycle | Due to ES @ 10am
• Check Stops
• Direct Deposit Pulls
BW Pay Day 7/31
MON Pay Day 7/31
OC Pay Day 7/31 | BW PAY DAY – PPE 7/18
(Pay ID 07/18/15)
MON PAY DAY – PPE 7/31
(Pay ID 07/31/15)
OC PAY DAY – PPE 7/23
OC: Open Special Offcycle
Time Collection@ 8:00 AM |                 |