

NOVEMBER 2015 – University of Colorado Payroll Calendar – SYSTEM

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY SUNDAY
					1
2	3 Run Payroll Register Report BW PPE 10/25 (Pay Day 11/6)	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 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 Time Collection Close @ 5pm BW PPE 11/07	13 Processing BW PPE 11/07/15 OC: Pay Day – PPE 11/05/15	14 15
16 OC: Processing begins at noon	17 Processing MON PPE 11/30/15 Run Payroll Register Report BW PPE 11/7 (Pay Day 11/20) Due to ES @ 5pm • Form W-4, Direct-Deposit BW PPE 11/21	18 Processing MON PPE 11/30/15 Due to ES @ 10am • Direct Deposit Pulls BW Pay Day 11/21	19 Approval Deadline @ 5pm • Position, Funding, Job Data BW PPE 11/21 OC111915 open at approx. 11 am	20 OC111915 Processing noon Time Collection Close @ 5pm BW PPE 11/21 Processing BW PPE 11/21/15 BW PAY DAY – PPE 11/7 (Pay ID 11/07/15) Run Payroll Register Report MON PPE 11/30, Pay Day 11/30 OC: Pay Day – PPE 11/12/15 *System OFFLINE after Bi-weekly payroll processing for HCM Conversion	21 BW Pay Period 11/08 – 11/21 Pay Period End (PPE) 11/21 (Pay ID 11/21/15) HCM CONVERSION 22 HCM CONVERSION
23 Run Payroll Register Report BW PPE 11/21 (Pay Day 12/4) HCM CONVERSION * HRMS available to run reports only	24 HCM CONVERSION * HRMS available to run reports only	25 Due to ES @ 10am • Direct Deposit Pulls MON Pay Day 11/30, OC111915 HCM CONVERSION * HRMS available to run reports only	26 <i>Thanksgiving Holiday</i> ALL CAMPUSES CLOSED	27 <i>Thanksgiving Holiday</i> UCB, UCCS, SYS closed UCD closure: Administrative Units- - OPEN AMC School/Colleges- - CLOSED DDC Schools/Colleges – OPEN	28 29
30 MON PAY DAY – PPE 11/30 (Pay ID 11/30/15) OC: Pay Day – PPE 11/19/15 HCM CONVERSION * HRMS available to run reports only					

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 ***

DECEMBER 2015 – University of Colorado Payroll Calendar – SYSTEM

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY SUNDAY
30 MON PAY DAY – PPE 11/30 (Pay ID 11/30/15) OC: Pay Day – PPE 11/19/15	1 HCM CONVERSION * HRMS available to run reports only	2 Due to ES @ 10am • Direct Deposit Pulls BW Pay Day 12/4	3 OC: Processing begins at 2 PM	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
HCM CONVERSION * HRMS available to run reports only		HCM CONVERSION * HRMS available to run reports only			
7 Due to ES @ 5pm • Form W-4, Direct-Deposit BW PPE 12/5	8 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 Processing BW PPE 12/05/15 OC: Pay Day – PPE 12/03/15	12
14 Run Payroll Register Report BW PPE 12/5 (Pay Day 12/18) Approval Deadline @ 5pm • Position, Funding, Job Data MON PPE 12/31	15 OC: Time upload deadline	16 Due to ES @ 10am • Direct Deposit Pulls BW Pay Day 12/18 OC Pay Day 12/18	17 Time Collection Close @ 5pm MON PPE 12/31 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) Processing MON PPE 12/31/15 HCM available for review or inquiry only 20
21 Run Payroll Register Report MON PPE 12/31, PayDay 12/31	22 Due to ES @ 10am • Direct Deposit Pulls OC Pay Day 12/24 OC Upload deadline 5 pm	23 Approval Deadline @ 5pm • Position, Funding, Job Data BW PPE 12/19 OC: Processing begins at 10 am	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	25 <i>Christmas Holiday</i> ALL CAMPUSES CLOSED	26
28 Time Collection Close @ noon BW PPE 12/19 Processing BW PPE 12/19/15 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 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 OC upload deadline 5 pm	30 UCD closure: Administrative Units- - OPEN AMC School/Colleges- - OPEN DDC Schools/Colleges – CLOSED OC: Processing begins at 10 am	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 BW PAY DAY – PPE 12/19 (Pay ID 12/19/15) MON PAY DAY – PPE 12/31 (Pay ID 12/31/15)	1 <i>New Year Holiday</i> All Campuses Closed	27

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updated 12/18/15

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