**November 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</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
</tr>
<tr>
<td></td>
<td>Run Payroll Register Report BW PPE 10/25 (Pay Day 11/6)</td>
<td>Due to ES @ 10am • Direct Deposit Pulls BW Pay Day 11/6</td>
<td></td>
<td>BW Pay Day – PPE 10/24 (Pay ID 10/24/15)</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td></td>
<td>10</td>
<td>11</td>
<td>12</td>
<td>13</td>
</tr>
<tr>
<td></td>
<td>Due to ES @ 5pm • Form W-4, Direct-Deposit BW PPE 11/7 MON PPE 11/30</td>
<td>OC: Processing begins at noon</td>
<td>Due to ES @ 10am • Direct Deposit Pulls OC Pay Day 11/13</td>
<td>Time Collection Close @ 5pm BW PPE 11/07</td>
<td></td>
</tr>
<tr>
<td>16</td>
<td></td>
<td>17</td>
<td>18</td>
<td>19</td>
<td>20</td>
</tr>
<tr>
<td>OC: Processing begins at noon</td>
<td>Processing MON PPE 11/30/15</td>
<td>Run Payroll Register Report BW PPE 11/7 (Pay Day 11/20)</td>
<td>Due to ES @ 5pm • Form W-4, Direct-Deposit BW PPE 11/21</td>
<td>Approval Deadline @ 5pm • Position, Funding, Job Data BW PPE 11/7 MON PPE 11/30</td>
<td>OC111915 Processing noon</td>
</tr>
<tr>
<td>23</td>
<td>24</td>
<td>25</td>
<td>26</td>
<td>27</td>
<td>28</td>
</tr>
<tr>
<td>Run Payroll Register Report BW PPE 11/21 (Pay Day 12/4)</td>
<td>HCM CONVERSION * HRMS available to run reports only</td>
<td>Due to ES @ 10am • Direct Deposit Pulls MON Pay Day 11/30, OC111915</td>
<td>Thanksgiving Holiday</td>
<td>Thanksgiving Holiday</td>
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</tr>
<tr>
<td></td>
<td></td>
<td>29</td>
<td>30</td>
<td></td>
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</tr>
<tr>
<td></td>
<td></td>
<td>HCM CONVERSION * HRMS available to run reports only</td>
<td>ALL CAMPUSES CLOSED</td>
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<tr>
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<td></td>
<td>HCM CONVERSION * HRMS available to run reports only</td>
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</tr>
</tbody>
</table>

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

**Updated 12/18/15**

***OFF-CYCLE PAYMENT TRANSACTIONS CANNOT BE COMPLETED DURING PAYROLL PROCESSING DAYS***
### December 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</th>
</tr>
</thead>
</table>
| 30     | MON PAY DAY – PPE 11/30  
(Pay ID 11/30/15) | 1 | 2 | 3 | 4 |
| **OC:** Pay Day – PPE 11/19/15 | Due to ES @ 10am  
• Direct Deposit Pulls  
BW Pay Day 12/4 | Due to ES @ 10am  
• Direct Deposit Pulls  
OC Pay Day 12/11 | Time Collection Close @ 5pm  
BW PPE 12/5  
Due to ES @ 5pm  
• Form W-4, Direct-Deposit  
MON PPE 12/31 | OC: Processing begins at 2 PM  
(Pay ID 11/21/15) | OC: Pay Day – PPE 11/26/15  
(Pay ID 12/05/15) |
| 7 Due to ES @ 5pm  
• Form W-4, Direct-Deposit  
BW PPE 12/5 | HCM CONVERSION  
* HRMS available to run reports only | HCM CONVERSION  
* HRMS available to run reports only | Time Collection Close @ 5pm  
MON PPE 12/31  
Due to ES @ 5pm  
• Position, Funding, Job Data  
BW PPE 12/5 | OC: Processing begins at noon  
(Pay ID 11/20/15) | **OC:** Pay Day – PPE 11/03/15  
(Pay ID 12/05/15) |
| 14 Run Payroll Register Report  
BW PPE 12/6 (Pay Day 12/18)  
Approval Deadline @ 5pm  
• Position, Funding, Job Data  
MON PPE 12/31 | 15 | 16 | 17 | 18 |
| **OC:** Time upload deadline | Due to ES @ 10am  
• Direct Deposit Pulls  
BW Pay Day 12/18  
OC Pay Day 12/18 | Due to ES @ 10am  
• Direct Deposit Pulls  
BW Pay Day 12/18  
OC Pay Day 12/18 | Time Collection Close @ 5pm  
MON PPE 12/31  
Due to ES @ 5pm  
• Form W-4, Direct-Deposit  
BW PPE 12/19 | **OC:** Time upload deadline  
(Pay ID 12/24/15) | **OC:** Pay Day – PPE 12/10/15  
(Pay ID 12/24/15) |
| 21 Run Payroll Register Report  
MON PPE 12/31, PayDay 12/31 | 22 | 23 | 24 | 25 | 26 |
| **OC:** Processing begins at 10 am  
(Pay ID 12/23/15) | Due to ES @ 10am  
• Direct Deposit Pulls  
OC Pay Day 12/24  
OC Upload deadline 5 pm | Approval Deadline @ 5pm  
• Position, Funding, Job Data  
BW PPE 12/19 | Christmas Eve  
UCB, UCCE, SYS closed  
UCD closure:  
Administrative Units - OPEN  
AMC School/Colleges - OPEN  
DDC Schools/Colleges – CLOSED  
OC: Processing begins at 10 am  
(Pay ID 12/26/15) | Christmas Holiday  
ALL CAMPUSES CLOSED  
UCD closure:  
Administrative Units - OPEN  
AMC School/Colleges - OPEN  
DDC Schools/Colleges – CLOSED |
| 28 Time Collection Close @ noon  
BW PPE 12/19  
Processing BW PPE 12/19/15 | 29 | 30 | 31 | 1 | 2 |
| 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: Processing begins at 10 am  
(Pay ID 12/31/15) | New Year’s Eve  
UCS, SYS closed  
UCD closure:  
Administrative Units - OPEN  
AMC School/Colleges - OPEN  
DDC Schools/Colleges – CLOSED  
OC: Processing begins at 10 am  
(Pay ID 12/31/15) | New Year Holiday  
All Campuses Closed  
UCD closure:  
Administrative Units - OPEN  
AMC School/Colleges - OPEN  
DDC Schools/Colleges – CLOSED  
OC: Processing begins at 10 am  
(Pay ID 12/31/15) | Updated 12/18/15 |

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

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