

January 2016 – UNIVERSITY OF COLORADO Payroll Calendar - UCCS

February 2016 ▶

Mon	Tue	Wed	Thu	Fri	Sat/Sun
				1 New Year's Day <i>ALL CAMPUSES CLOSED</i>	2 BW PPE 1/2/16 Earn dates 12/20-1/2
					3
4	5 Time for Bi-Weekly 1/2 End Date must be approved & uploaded in HCM by 5:00 PM OC010116 uploads due 5pm	6 OC010116 process begins 10 am	7 BW uploads due 5pm	8 Processing BW PPE 01/02 OC010116 PAYDAY	9
11 Med AutoTerm process 10 am Run Payroll Register BW PPE 01/02	12 OC010716 uploads due 5pm	13 Letters/Entries/Additional pay due in HR/HCM for approval for January Monthly PULL DEADLINE 10 AM: ❖ BW 01/02/16 OC010716 process begins 10 am	14 Leave for December 2015 must be approved & uploaded in HCM by 5pm	15 OC010716 PAYDAY BW 01/02/16 PAYDAY	16 BW PPE 1/16/16 Earn dates 1/3-1/16
18 MLK Holiday <i>UCB, UCCS & SYS closed</i> <i>UCD closures:</i> <ul style="list-style-type: none"> • Admin units OPEN • AMC Schools CLOSED • DDC schools OPEN 	19 Time for Bi-Weekly 1/16 End Date must be approved & uploaded in HCM by 5:00 PM OC011416 uploads due 9 am OC011416 process begins 10 am MON uploads due 5pm Processing MON PPE 01/31/16	20 Processing MON PPE 01/31/16	21 BW uploads due 5pm	22 Run Payroll Register MON PPE 01/31/16 Processing BW PPE 01/16 OC011416 PAYDAY	23
25 Run Payroll Register BW PPE 01/16	26 OC012116 uploads due 5pm	27 PULL DEADLINE 10 AM: ❖ BW 01/16/16 ❖ MON 01/31/16 OC012116 process begins 10 am	28	29 OC012116 PAYDAY BW 01/16/16 PAYDAY MON 01/31/16 PAYDAY	30 BW PPE 1/30/16 Earn dates 1/17-1/30
					31

Notes: February 2, 2016 - Time for Bi-Weekly 1/30 End Date must be approved & uploaded in HCM by 5:00 PM

February 2016 – UNIVERSITY OF COLORADO Payroll Calendar - UCCS

March 2016 ▶

Mon	Tue	Wed	Thu	Fri	Sat/Sun
1	2 Time for Bi-Weekly 1/30 End Date must be approved & uploaded in HCM by 5:00 PM OC012816 uploads due 5pm	3 OC012816 process begins 10 am	4 BW uploads due 5pm	5 Processing BW PPE 01/30/16 OC012816 PAYDAY	6 7
8 Med AutoTerm process 10 am Run Payroll Register BW PPE 01/30/16	9 Letters/Entries/Additional pay due in HR/HCM for approval for February Monthly OC020416 uploads due 5pm	10 PULL DEADLINE 10 AM: ❖ BW 01/30/16 OC020416 process begins 10 am	11	12 Leave for January 2016 must be approved & uploaded in HCM by 5pm OC020416 PAYDAY BW 01/30/16 PAYDAY	13 BW PPE 2/13/16 Earn dates 1/31-2/13 14
15 President's Day AMC campus closed	16 Time for Bi-Weekly 2/13 End Date must be approved & uploaded in HCM by 5:00 PM OC021116 uploads due 5pm	17 OC021116 process begins 10 am MON uploads due 5pm Processing MON PPE 02/29/16	18 Processing MON PPE 02/29/16 BW uploads due 5pm	19 Processing BW PPE 02/13/16 Run Payroll Register MON PPE 02/29/16 OC021116 PAYDAY	20 21
22 Run Payroll Register BW PPE 02/13/16	23 OC021816 uploads due 5pm	24 PULL DEADLINE 10 AM: ❖ BW 02/13/16 OC201816 process begins 10 am	25 PULL DEADLINE 10 AM: ❖ MON 02/29/16	26 OC021816 PAYDAY BW 02/13/16 PAYDAY	27 BW PPE 2/27/16 Earn dates 2/14-2/27 28
29 MON 02/29/16 PAYDAY	Notes: March 1, 2016 - Time for Bi-Weekly 2/27 End Date must be approved in HCM by 5:00 PM				

March 2016 – UNIVERSITY OF COLORADO Payroll Calendar - UCCS

April 2016 ▶

Mon	Tue	Wed	Thu	Fri	Sat/Sun
	1 Time for Bi-Weekly 2/27 End Date must be approved & uploaded in HCM by 5:00 PM OC022516 uploads due 5pm	2 OC022516 process begins 10 am	3 BW uploads due 5pm	4 Processing BW PPE 02/27/16 OC022516 PAYDAY	5 6
7 Med AutoTerm process 10 am Run Payroll Register BW PPE 02/27/16	8 Letters/Entries/Additional pay due in HR/HCM for approval for March Monthly OC030316 uploads due 5pm	9 PULL DEADLINE 10 AM: ❖ BW 02/27/16 OC030316 process begins 10 am	10	11 OC030316 PAYDAY BW 02/27/16 PAYDAY	12 BW PPE 3/12/16 Earn dates 2/28-3/12 13
14	15 Time for Bi-Weekly 3/12 End Date must be approved & uploaded in HCM by 5:00 PM OC031016 uploads due 5pm	16 Leave for February 2016 must be approved & uploaded in HCM by 5pm OC031016 process begins 10 am	17 BW uploads due 5pm	18 Processing BW PPE 03/12/16 OC031016 PAYDAY	19 20
21 Run Payroll Register BW PPE 03/12/16 MON uploads due 5pm Processing MON PPE 03/31/16	22 Processing MON PPE 03/31/16 OC031716 uploads due 5pm	23 PULL DEADLINE 10 AM: ❖ BW 03/12/16 OC031716 process begins 10 am Run Payroll Register MON PPE 03/31/16	24	25 UCB closed (Spr Break) OC031716 PAYDAY BW 03/12/16 PAYDAY	26 BW PPE 3/26/16 Earn dates 3/13-3/26 27
28	29 Time for Bi-Weekly 3/26 End Date must be approved & uploaded in HCM by 5:00 PM PULL DEADLINE 10 AM: ❖ MON 03/31/16 OC032416 uploads due 5pm	30 OC032416 process begins 10 am	31 MON 03/31/16 PAYDAY BW uploads due 5pm	Notes:	

April 2016 – UNIVERSITY OF COLORADO Payroll Calendar- UCCS

May 2016 ▶

Mon	Tue	Wed	Thu	Fri	Sat/Sun
				1 Processing BW PPE 03/26/16	2
					3
4 Run Payroll Register BW PPE 03/26/16	5 OC033016 uploads due 5pm	6 Letters/Entries/Additional pay due in HR/HCM for approval for April Monthly PULL DEADLINE 10 AM: ❖ BW 03/26/16 OC033016 process begins 10 am	7	8 OC033016 PAYDAY BW 03/26/16 PAYDAY	9 BW PPE 4/09/16 Earn dates 3/27-4/09
					10
11 Med AutoTerm process 10 am	12 Time for Bi-Weekly 4/9 End Date must be approved & uploaded in HCM by 5:00 PM OC040716 uploads due 5pm	13 OC040716 process begins 10 am	14 Leave for March 2016 must be approved & uploaded in HCM by 5pm BW uploads due 5pm	15 Processing BW PPE 04/09/16 OC040716 PAYDAY	16
					17
18 Run Payroll Register BW PPE 04/09/16 OC041416 uploads due 5pm	19 OC041416 process begins 10 am MON uploads due 5pm Processing MON PPE 04/30/16	20 PULL DEADLINE 10 AM: ❖ BW 04/09/16 Processing MON PPE 04/30/16	21 Processing MON PPE 04/30/16	22 Run Payroll Register MON PPE 04/30/16 OC041416 PAYDAY BW 04/09/16 PAYDAY	23 BW PPE 4/23/16 Earn dates 4/10-4/23
					24
25	26 Time for Bi-Weekly 4/23 End Date must be approved & uploaded in HCM by 5:00 PM OC042116 uploads due 5pm	27 PULL DEADLINE 10 AM: ❖ MON 04/30/16 OC042116 process begins 10 am	28 BW uploads due 5pm	29 Processing BW PPE 04/23/16 OC042116 PAYDAY MON 04/30/16 PAYDAY	30
					1

May 2016 -- UNIVERSITY OF COLORADO Payroll Calendar - UCCS

June 2016 ▶

Mon	Tue	Wed	Thu	Fri	Sat/Sun
2	3 OC042816 uploads due 5pm	4 PULL DEADLINE 10 AM: ❖ BW 04/23/16 OC042816 process begins 10 am	5 Letters/Entries/Additional pay due in HR/HCM for approval for May Monthly	6 OC042816 PAYDAY BW 04/23/16 PAYDAY	7 BW PPE 5/07/16 Earn dates 4/24-5/07 8
9 Med AutoTerm process 10 am	10 Time for Bi-Weekly 5/7 End Date must be approved & uploaded in HCM by 5:00 PM OC050516 uploads due 5pm	11 OC050516 process begins 10 am	12 BW uploads due 5pm	13 Leave for April 2016 must be approved & uploaded in HCM by 5pm Processing BW PPE 05/07/16 OC050516 PAYDAY	14 15
16 Run Payroll Register BW PPE 05/07/16	17 OC051216 uploads due 5pm	18 PULL DEADLINE 10 AM: ❖ BW 05/07/16 OC051216 process begins 10 am MON uploads due 5pm Processing MON PPE 05/31/16	19 Processing MON PPE 05/31/16	20 Processing MON PPE 05/31/16 OC051216 PAYDAY BW 05/07/16 PAYDAY	21 BW PPE 5/21/16 Earn dates 5/08-5/21 22
23 Run Payroll Register MON PPE 05/31/16	24 Time for Bi-Weekly 5/21 End Date must be approved & uploaded in HCM by 5:00 PM OC051916 uploads due 5pm	25 OC051916 process begins 10 am	26 PULL DEADLINE 10 AM: ❖ MON 05/31/16 BW uploads due 5pm	27 Processing BW PPE 05/21/16 OC051916 PAYDAY	28 29
30 Memorial Day All Campuses closed	31 Run Payroll Register BW PPE 05/21/16 MON 05/31/16 PAYDAY OC052616 uploads due 5pm	Notes:			

June 2016 – UNIVERSITY OF COLORADO Payroll Calendar - UCCS

July 2016 ▶

Mon	Tue	Wed	Thu	Fri	Sat/Sun
		1 PULL DEADLINE 10 AM: ❖ BW 05/21/16 OC052616 process begins 10 am	2	3 OC052616 PAYDAY BW 05/21/16 PAYDAY	4 BW PPE 6/04/16 Earn dates 5/22-6/4 5
6	7 Time for Bi-Weekly 6/4 End Date must be approved & uploaded in HCM by 5:00 PM OC060216 uploads due 5pm	8 OC060216 process begins 10 am	9 Letters/Entries/Additional pay due in HR/HCM for approval for June Monthly BW uploads due 5pm	10 Processing BW PPE 06/04/16 OC060216 PAYDAY	11 12
13 Med AutoTerm process 10 am Run Payroll Register BW PPE 06/04/16	14 OC060916 uploads due 5pm	15 PULL DEADLINE 10 AM: ❖ BW 06/04/16 OC060916 process begins 10 am	16 Leave for May 2016 must be approved & uploaded in HCM by 5pm	17 OC060916 PAYDAY BW 06/04/16 PAYDAY	18 BW PPE 6/18/16 Earn dates 6/5-6/18 19
20 MON uploads due 5pm Processing MON PPE 06/30/16	21 Time for Bi-Weekly 6/18 End Date must be approved & uploaded in HCM by 5:00 PM Processing MON PPE 06/30/16 OC061616 uploads due 5pm	22 Processing MON PPE 06/30/16 OC061616 process begin 10 am	23 Run Payroll Register MON PPE 06/30/16 BW uploads due 5pm	24 Processing BW PPE 06/18/16 OC061616 PAYDAY	25 26
27 Run Payroll Register BW PPE 06/18/16	28 OC062316 uploads due 5 pm	29 PULL DEADLINE 10 AM: ❖ MON 06/30/16 (pays 7/1) OC062316 process begins 10 am	30	Notes:	

July 2016 – UNIVERSITY OF COLORADO Payroll Calendar - UCCS

August 2016 ▶

Mon	Tue	Wed	Thu	Fri	Sat/Sun
				1 MON 06/30/16 PAYDAY OC062316 PAYDAY	2 BW PPE 7/02/16 Earn dates 6/19-7/2
					3
4 Independence Day <i>All campuses closed</i>	5 Time for Bi-Weekly 7/2 End Date must be approved & uploaded in HCM by 5:00 PM OC070116 uploads due 5 pm	6 Letters/Entries/Additional pay due in HR/HCM for approval for July Monthly OC070116 process begins 10 am	7 BW uploads due 5pm	8 Processing BW PPE 07/02/16 OC070116 PAYDAY	9
					10
11 Run Payroll Register BW PPE 07/02/16	12 OC070716 uploads due 5 pm	13 PULL DEADLINE 10 AM: ❖ BW 07/02/16 OC070716 process begins 10 am	14 Leave for June 2016 must be approved & uploaded in HCM by 5pm	15 BW 07/02/16 PAYDAY OC070716 PAYDAY	16 BW PPE 7/16/16 Earn dates 7/3-7/16
					17
18 OC071416 uploads due 5 pm	19 Time for Bi-Weekly 7/16 End Date must be approved & uploaded in HCM by 5:00 PM OC071416 process begins 10 am MON uploads due 5pm Processing MON PPE 07/31/16	20 Processing MON PPE 07/31/16	21 Processing MON PPE 07/31/16 BW uploads due 5pm	22 Processing BW PPE 07/16/16 Run Payroll Register MON PPE 07/31/16 OC071416 PAYDAY	23
					24
25 Run Payroll Register BW PPE 07/16/16	26 OC072116 uploads due 5 pm	27 PULL DEADLINE 10 AM: ❖ MON 07/31/16 ❖ BW 07/16/16 OC072116 process begins 10 am	28	29 MON 07/31/16 PAYDAY OC072116 PAYDAY	30 BW PPE 7/30/16 Earn dates 7/17-7/30
					31

Notes: August 2, 2016 - Time for BI-Weekly 7/30/16 End Date must be approved in HCM by 5pm