NOVEMBER 2015 – University of Colorado Payroll Calendar – UCCS

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY / SUNDAY
					1
2 Personnel Action Matters (PAM) Reports & Personal Data forms due in HR for BW PPE 11/7	3 Run Payroll Register Report BW PPE 10/25 (Pay Day 11/6) Personnel Action Forms due in HR for November Monthly **Personnel Action Matters (PAM) Reports for Lecturers/Others Due**	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 **TRR'S/time for Bi-Weekly 11/7 End Date must be entered & in Ready Status in HRMS then e-mailed to HR by 5:00 PM** **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** **Leave for October 2015 must be entered & in Ready Status in HRMS, e-mailed to HR by 5pm**	13 Processing BW PPE 11/07/15 **OC**: Pay Day – PPE 11/05/15	14
					15
16 **OC**: Processing begins at noon **Time Collection Close @ 5pm MON PPE 11/30** Personnel Action Matters (PAM) Reports & Personal Data forms due in HR for BW PPE 11/21	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	20 **TRR'S/time for Bi-Weekly 11/21 End Date must be entered & in Ready Status in HRMS then e-mailed to HR by 1:00 PM** **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 Biweekly 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** Access HRMS data in view-only mode to review department registers
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 **HCM CONVERSION * HRMS available to run reports only**	26 *Thanksgiving Holiday* **ALL CAMPUSES CLOSED**	27 *Thanksgiving Holiday* **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) **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 – UCCS

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY SUNDAY
30 **MON PAY DAY – PPE 11/30** (Pay ID 11/30/15) **HCM CONVERSION** * HRMS available to run reports only	1 **HCM CONVERSION** * HRMS available to run reports only	2 **Due to ES @ 10am** • Direct Deposit Pulls BW Pay Day 12/4 **HCM CONVERSION** * HRMS available to run reports only	3 OC Processing 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)
7 **Due to ES @ 5pm** • Form W-4, Direct-Deposit BW PPE 12/5 **Letters/Additional pay due in HR for approval for December Monthly**	8 **Time for Bi-Weekly 12/5 End Date must be approved in HCM by 5:00 PM** **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 Letters/Additional Pay due in HR for approval for BW PPE 12/19 Processing BW PPE 12/05/15 **OC:** Pay Day – PPE 12/03/15	12 13
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** Processing begins at noon **Leave for November 2015 must be approved in HCM by 5pm**	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** **OC:** Processing begins at noon	22 **Time for Bi-Weekly 12/19 End Date must be approved in HCM by 5:00 PM** **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 *Christmas Eve* **UCB, UCCS, SYS closed** **UCD closure:** Administrative Units- - OPEN AMC School/Colleges- - CLOSE DDC Schools/Colleges - OPEN **OC:** Pay Day – PPE 12/17/15	25 *Christmas Holiday* **ALL CAMPUSES CLOSED**	26 27
28 **Time Collection Closes @ noon** **BW PPE 12/19** Processing BW PPE 12/19/15 **UCD closure:** Administrative Units- - OPEN AMC School/Colleges- - OPEN DDC Schools/Colleges – CLOSED Letters/Additional Pay due in HR for approval for BW PPE	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 *New Year's Eve* **UCCS, SYS closed** **UCD closure:** Administrative Units- - OPEN AMC School/Colleges- - OPEN DDC Schools/Colleges - Close **OC:** Pay Day – PPE 12/24/15 **MON PAY DAY – PPE 12/31** (Pay ID 12/31/15)	1 *New Year Holiday* **All Campuses Closed**	

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 ***

1/2/16					