

Off-cycle deadline extended to noon today ^[1]

June 29, 2016 by [Employee Services](#) ^[2]

To accommodate for last-minute transactions, we've extended this week's off-cycle payroll deadline to noon Wednesday, June 29.

Valid reasons for using off-cycle:

- late entry, or approval of hire or job changes
- incorrect entry of job data
- hours or amounts not entered or approved before payroll is processed (If this data is entered but not approved, you must go back and check the "off cycle" box.)
- late hire of employees
- late Social Security number obtained by an international employee

To use off-cycle, either:

1. [Enter employee time in CU Time manually](#) ^[3] and select the off-cycle option, or
2. [Enter their time via the CU Regular Earnings upload process](#) ^[4]. Please enter **Y** in the off-cycle column of the [CU Time Regular Earnings Template](#) ^[5].

[My Leave](#) ^[6], [CU Time](#) ^[7]

Display Title:

Off-cycle deadline extended to noon today

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Links

[1] <https://www.cu.edu/blog/hcm-community/cycle-deadline-extended-noon-today>

[2] <https://www.cu.edu/blog/hcm-community/author/3792>

[3] <https://www.cu.edu/hcm-community/sbs-manually-entering-reported-time>

[4] <https://www.cu.edu/hcm-community/sbs-uploading-regular-earnings-time-collection-files>

[5] <https://www.cu.edu/hcm-community/cu-time-regular-earnings-template>

[6] <https://www.cu.edu/blog/hcm-community/tag/my-leave>

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