

HCM Weekly Update: Mark down salary upload deadlines ^[1]

June 17, 2016 by [Employee Services](#) ^[2]

Stay ahead of salary upload deadlines

Salary uploads for 12-month faculty, university staff, classified staff and medical residents will take place Thursday, June 30 with an effective date of July 1.

In preparation, please ensure existing transactions have been approved by Friday, June 24. [Read more about the process](#) ^[3].

System Updates

System fixes for June 13-17

We made [two changes to My Leave](#) ^[4].

HCM, CU Careers down for maintenance this weekend

Plan around these maintenance windows for [CU Careers](#) ^[5] and [HCM](#) ^[6], which you'll be able to access Sunday despite portal outages.

Manual entries with incorrect earnings dates for exception time may have deducted in the wrong month

This issue affects employees who took more vacation or sick hours than available and whose exception time was entered via manual entry. [See if you need to correct balances](#) ^[7].

Group termination pulling incorrect row

We're developing a fix to correct this issue. [Learn more](#) ^[8].

News & Events

Monthly payroll upload deadline pushed to Monday

To accommodate this week's transaction pages errors, [uploads are now due by 2 p.m. Monday, June 20](#) ^[9].

Five steps for fiscal year-end

Bookmark this handy checklist [10] of important dates and tasks.

Don't forget: June earnings pay out July 1

Remind your department [11] to plan for any budget concerns.

Introducing HCM in a Minute

Check out this quick tutorial on manual entries [12], the first installment of our new video series.

Never miss an update

Check out the HCM Community blog [13] to read the latest information about system errors, fixes, payroll deadlines and more.

HCM Weekly Update [14], HCM System Fixes [15]

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[4] <https://www.cu.edu/blog/hcm-community/system-fixes-june-13-17>

[5] <https://www.cu.edu/blog/hcm-community/taleo-upgrade-cleans-bugs-improves-performance>

[6] <https://www.cu.edu/blog/hcm-community/hcm-related-systems-down-maintenance-weekend>

[7] <https://www.cu.edu/blog/hcm-community/manual-entries-incorrect-earning-dates-exception-time-may-have-deducted-wrong>

[8] <https://www.cu.edu/blog/hcm-community/user-alert-group-terminations-pulling-incorrect-row>

[9] <https://www.cu.edu/blog/hcm-community/june-monthly-payroll-upload-deadline-extended-june-20>

[10] [http://Five steps for fiscal year-end](http://Five%20steps%20for%20fiscal%20year-end) Bookmark this handy checklist of important dates and tasks.

[11] <https://www.cu.edu/employee-services/news/paid-monthly-june-pay-will-be-issued-july-1-0>

[12] <https://www.cu.edu/blog/hcm-community/hcm-minute-series-demos-quick-tasks>

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