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Special off-cycle payroll next week for biweekly employees affected by weather closures [1]

April 10, 2019 by Employee Services [2]

In anticipation of campus weather closures interference with tomorrow's biweekly payroll upload deadline, Employee Services' payroll department will run a special off-cycle payroll on **Wednesday, April 17,** which will process biweekly paychecks for employees affected.

If you have biweekly paid employees with timesheets in approved or requested status after payroll processes **Friday, April 12**:

My Leave

My Leave entries not approved and uploaded in time for this Friday's payroll can be put into CU Time uploads. The payroll team will download My Leave information for employees in approved status by **8 a.m. Wednesday** and include it in a regular earnings upload. **If you do not want an entry to pay, please take it out of approved status**.

Note: If you approve and post My Leave entries to CU Time after 8:30 a.m. this Friday, you will need to pull up the entries and check the off-cycle box for each one.

CU Time

Departments and campuses have until **5 p.m. Tuesday** to complete and approve other CU Time uploads (regular earnings, manual uploads, one-time pay) for the 4/6/19 pay period that were not approved in time for processing this Friday. **If the entry is now approved in My Leave, do not include it in any other upload**.

Note: Be sure to check the off-cycle box for these uploads.

If you have questions, please contact the HCM Community Service Desk at 303-860-4200, option 2, or hcm_community@cu.edu [3].

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