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## EMPLOYEE SERVICES

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# Upcoming deadlines

## Monthly payroll deadlines

- Pay Date: Friday, Feb. 28
- Monthly Time Collection deadline: 5 p.m. Tuesday, Feb. 18
- Special Off-Cycle Time Collection: available at 9 a.m. Wednesday, Feb. 19

Learn more about this process through our [procedures](#) <sup>[1]</sup>[document](#) <sup>[1]</sup>.

Ensure that your data changes/monthly time collection batches have been approved by the end of the day on Tuesday, Feb. 18. Unapproved batches will not be included in payroll processing for February.

## Time collection deadlines

- 5 p.m. Tuesday, Feb. 18?Monthly Pay Period ending Feb. 28
- 5 p.m. Wednesday, Feb. 19?Biweekly Pay Period ending Feb. 15
- Noon Tuesday, Feb. 25?Special Off-Cycle (OC) Pay Period Ending Feb. 27
- 5 p.m. Thursday, March 6?Biweekly Pay Period ending March 1
- 5 p.m. Wednesday, March 19?Monthly Pay Period ending March 31
- 5 p.m. Thursday, March 20?Biweekly Pay Period Ending March 15

## Groups audience:

Employee Services

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**Source URL:** <https://www.cu.edu/employee-services/upcoming-deadlines>

## Links:

[1] <https://www.cu.edu/employee-services/policies/employee-services-procedural-statements-%E2%80%8Besps>