

Payroll Production Calendars ^[1]

Payroll production calendars are subject to change at any time. Please check this page often for updates.

What these calendars provide

- **time collection approval deadlines**
- **deadlines to submit W-4, direct deposit and retroactive pay forms to Employee Services**
- **campus deadlines for payroll paperwork and HCM entry**
- **HR production deadlines for approval of job, position and funding updates ?**

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- **Employee Services' deadlines for departments to request check stops and direct deposit reversals (bank pulls)**
- **biweekly, monthly and off-cycle payroll periods, dates, and the associated pay run IDs**
- **availability of payroll registers**
- **scheduled campus holidays**

All posted entry and approval deadlines must be met to update data that will be processed during a specific pay period. Please contact the Employee Services help desk at 303-860-4200, opt. 2, if you have questions.

System Administration Payroll Production Calendars

2020

Time Frame

January [2]

February [3]

March [4]

April [5]

May [6]

June [7]

July [8]

August [9]

September [10]

October [11]

November [12]

December [13]

2020

Last Updated

11/13/2019

11/13/2019

11/13/2019

11/13/2019

11/13/2019

6/1/2020

6/1/2020

6/1/2020

6/1/2020

6/1/2020

6/1/2020

7/6/2020

2019

Time Frame

January [14]

February [15]

March [16]

April [17]

May [18]

June [19]

July [20]

2019

Last Updated

10/1/2018

10/1/2018

10/1/2018

10/1/2018

10/1/2018

10/1/2018

4/16/2019