

AUGUST 2015 – University of Colorado Payroll Calendar – Boulder Campus

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY SUNDAY
					1 BW Pay Period 7/19 – 8/1 Pay Period End (PPE) 8/1 (Pay ID 08/01/15)
					2
3 Due to ES @ 5pm • Form W-4, Direct-Deposit BW PPE 8/1 Faculty Contract Uploads ▪ HRMS available for review or inquiry only	4 OC: Close Special Offcycle (OC) Time Collection @ 12pm OC: Processing/Confirm Special Offcycle	5 Approval Deadline @ 5pm • Position, Funding, Job Data BW PPE 8/1 Due to ES @ 10am • Check Stops • Direct Deposit Pulls OC Pay Day 8/7	6 Time Collection Close @ 5pm BW PPE 8/1	7 Processing BW PPE 08/01/15 OC PAY DAY – PPE 7/30	8
					9
10 Run Payroll Register Report BW PPE 8/1 (Pay Day 8/14)	11 Due to ES @ 5pm • Form W-4, Direct-Deposit MON PPE 8/31 OC: Close Special Offcycle (OC) Time Collection @ 12pm OC: Processing/Confirm Special Offcycle	12 Due to ES @ 10am • Check Stops • Direct Deposit Pulls BW Pay Day 8/14 OC Pay Day 8/14 Due to ES @ 5pm • Form W-4, Direct-Deposit BW PPE 8/15	13	14 BW PAY DAY – PPE 8/1 (Pay ID 08/01/15) OC: Pay Day – PPE 8/6	15 BW Pay Period 8/02 –8/15 Pay Period End (PPE) 8/15 (Pay ID 08/15/15)
					16
17 Approval Deadline @ 5pm ▪ Position, Funding, Job Data MON PPE 08/31	18 OC: Close Special Offcycle (OC) Time Collection @ 12pm OC: Processing/Confirm Special Offcycle	19 Approval Deadline @ 5pm • Position, Funding, Job Data BW PPE 8/15 Due to ES @ 10am • Check Stops • Direct Deposit Pulls OC Pay Day 8/21 Time Collection Close @ 5pm MON PPE 8/31	20 Processing MON PPE 08/31/15 Time Collection Close @ 5pm BW PPE 8/15	21 Processing MON PPE 08/31/15 <i>Noon:</i> HRMS available for review or inquiry only OC: Pay Day – PPE 8/13	22
					23
24 Processing BW PPE 08/15/15 Run Payroll Register Report MON PPE 8/31 (Pay Day 8/31) Due to ES @ 5pm • Form W-4, Direct-Deposit BW PPE 8/29	25 Run Payroll Register Report BW PPE 8/15 (Pay Day 8/28) OC: Close Special Offcycle (OC) Time Collection @ 12pm OC: Processing/Confirm Special Offcycle	26 Due to ES @ 10am • Check Stops • Direct Deposit Pulls BW Pay Day 8/28 OC Pay Day 8/28	27 Due to ES @ 10am • Check Stops • Direct Deposit Pulls MON Pay Day 8/31	28 BW PAY DAY – PPE 8/15 (Pay ID 08/15/15) OC: Pay Day – PPE 8/20	29 BW Pay Period 8/16 – 8/29 Pay Period End (PPE) 8/29 (Pay ID 08/29/15)
					30
31 MON PAY DAY – PPE 8/31 (Pay ID 08/31/15)					

GRAY DAYS -- HRMS IS AVAILABLE FOR REVIEW ONLY -- HR TRANSACTIONS, PAYROLL EXPENSE TRANSFERS CANNOT BE COMPLETED

updated 03-11-15

*** HANDDRAWN CHECK TRANSACTIONS CAN NOT BE COMPLETED DURING GRAY PAYROLL PROCESSING DAYS ***

SEPTEMBER 2015 – University of Colorado Payroll Calendar – Boulder Campus

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY SUNDAY
31 MON PAY DAY – PPE 8/31 (Pay ID 08/31/15)	1 OC: Close Special Offcycle (OC) Time Collection @ 12pm OC: Processing/Confirm Special Offcycle	2 Approval Deadline @ 5pm • Position, Funding, Job Data BW PPE 8/29 Due to ES @ 10am • Direct Deposit Pulls OC Pay Day 9/4	3 Time Collection Close @ 5pm BW PPE 8/29	4 Processing BW PPE 08/29/15 OC: Pay Day – PPE 8/27	5 6
7 <i>Labor Day Holiday</i> ALL CAMPUSES CLOSED	8 OC: Close Special Offcycle (OC) Time Collection @ 12pm OC: Processing/Confirm Special Offcycle Run Payroll Register Report BW PPE 8/29 (Pay Day 9/12)	9 Due to ES @ 10am • Direct Deposit Pulls BW Pay Day 9/11 OC Pay Day 9/11 Due to ES @ 5pm • Form W-4, Direct-Deposit BW PPE 9/12	10 Due to ES @ 5pm • Form W-4, Direct-Deposit MON PPE 9/30	11 BW PAY DAY – PPE 8/29 (Pay ID 08/29/15) OC: Pay Day – PPE 9/3	12 BW Pay Period 8/30– 9/12 Pay Period End (PPE) 9/12 (Pay ID 09/12/15) 13
14 Approval Deadline @ 5pm • Position, Funding, Job Data MON PPE 9/30	15 OC: Close Special Offcycle (OC) Time Collection @ 12pm OC: Processing/Confirm Special Offcycle	16 Approval Deadline @ 5pm • Position, Funding, Job Data BW PPE 9/12 Due to ES @ 10am • Direct Deposit Pulls OC Pay Day 9/18 Time Collection Close @ 5pm MON PPE 9/30	17 Time Collection Close @ 5pm BW PPE 9/12 Processing MON PPE 09/30/15	18 Processing MON PPE 09/30/15 <i>Noon:</i> HRMS available for review or inquiry only OC: Pay Day – PPE 9/10	19 20
21 Processing BW PPE 09/12/15 Run Payroll Register Report MON PPE 9/30 (Pay Day 9/30)	22 Run Payroll Register Report BW PPE 9/12 (Pay Day 9/25) OC: Close Special Offcycle (OC) Time Collection @ 12pm OC: Processing/Confirm Special Offcycle	23 Due to ES @ 10am • Direct Deposit Pulls BW Pay Day 9/26 OC Pay Day 9/26 Due to ES @ 5pm • Form W-4, Direct-Deposit BW PPE 9/26	24	25 BW PAY DAY – PPE 9/12 (Pay ID 09/12/15) OC: Pay Day – PPE 9/17	26 BW Pay Period 9/13-9/26 Pay Period End (PPE) 9/26 (Pay ID 09/26/15) 27
28 Due to ES @ 10am • Check Stops • Direct Deposit Pulls MON Pay Day 09/30	29 OC: Close Special Offcycle (OC) Time Collection @ 12pm OC: Processing/Confirm Special Offcycle	30 MON PAY DAY – PPE 9/30 (Pay ID 09/30/15)			

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OCTOBER 2015 – University of Colorado Payroll Calendar – Boulder Campus

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY SUNDAY
28	29	30	1	2	3
Due to ES @ 10am • Check Stops • Direct Deposit Pulls MON Pay Day 09/30	OC: Close Special Offcycle (OC) Time Collection @ 12pm OC: Processing/Confirm Special Offcycle	Approval Deadline @ 5pm • Position, Funding, Job Data BW PPE 9/26 MON PAY DAY – PPE 9/30 (Pay ID 09/30/15)	Time Collection Close @ 5pm BW PPE 9/26	Processing BW PPE 09/26/15 OC: Pay Day – PPE 09/24/15	4
		Due to ES @ 10am • Direct Deposit Pulls OC Pay Day 10/2			
5	6	7	8	9	10
Run Payroll Register Report BW PPE 9/26 (Pay Day 10/09)	OC: Close Special Offcycle (OC) Time Collection @ 12pm OC: Processing/Confirm Special Offcycle	Due to ES @ 10am • Direct Deposit Pulls BW Pay Day 10/9 OC Pay Day 10/9	Due to ES @ 5pm • Form W-4, Direct-Deposit BW PPE 10/10	BW PAY DAY – PPE 9/26 (Pay ID 09/26/15) OC: Pay Day – PPE 10/01/15	BW Pay Period 9/27 – 10/10 Pay Period End (PPE) 10/10 (Pay ID 10/10/15)
					11
12	13	14	15	16	17
Due to ES @ 5pm • Form W-4, Direct-Deposit MON 10/31	OC: Close Special Offcycle (OC) Time Collection @ 12pm OC: Processing/Confirm Special Offcycle	Due to ES @ 10am • Direct Deposit Pulls OC Pay Day 10/16 Approval Deadline @ 5pm • Position, Funding, Job Data BW PPE 10/10	Time Collection Close @ pm BW PPE 10/10 Approval Deadline @ 5pm • Position, Funding, Job Data MON PPE 10/31	Processing BW PPE 10/10/15 OC: Pay Day – PPE 10/08/15	18
19	20	21	22	23	24
Time Collection Close @ 5pm MON PPE 10/31 Run Payroll Register Report BW PPE 10/10 (Pay Day 10/23) OC: Close Special Offcycle (OC) Time Collection @ 12pm OC: Processing/Confirm Special Offcycle	Processing MON PPE 10/31/15	Processing MON PPE 10/31/15 Due to ES @ 10am • Direct Deposit Pulls BW Pay Day 10/23 OC Pay Day 10/23 Noon: HRMS available for review or inquiry only		BW PAY DAY – PPE 10/10 (Pay ID 10/23/15) OC: Pay Day – PPE 10/15/15	BW Pay Period 10/11-10/24 Pay Period End (PPE) 10/24 (Pay ID 10/24/15)
					25
25	27	28	29	30	31
Due to ES @ 5pm • Form W-4, Direct-Deposit BW PPE 10/24	OC: Close Special Offcycle (OC) Time Collection @ 12pm OC: Processing/Confirm Special Offcycle Approval Deadline @ 5pm • Position, Funding, Job Data BW PPE 10/24	Due to ES @ 10am • Direct Deposit Pulls MON Pay Day 10/31 OC Pay Day 10/31 Time Collection Close @ 5pm - BW PPE 10/24 Processing BW PPE 10/24 @ 5:00 PM	SYSTEM DOWN FOR UPGRADE TO 9.2	SYSTEM DOWN FOR UPGRADE TO 9.2 MON PAY DAY – PPE 10/31 (Pay ID 10/31/15) OC: Pay Day – PPE 10/22/15	

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