

DECEMBER 2015 – University of Colorado Payroll Calendar – Boulder Campus

| MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY SUNDAY |
|--|--|--|--|--|--|
| 30 MON PAY DAY – PPE 11/30 (Pay ID 11/30/15) Processing BW PPE 11/21/15 | 1 OC: Processing begins at noon Run Payroll Register Report BW PPE 11/21 (Pay Day 12/4) | 2 Due to ES @ 10am • Direct Deposit Pulls BW Pay Day 12/4 OC Pay Day 12/4 | 3 | 4 BW PAY DAY – PPE 11/21 (Pay ID 11/21/15) OC: Pay Day – PPE 11/26/15 | 5 BW Pay Period 11/22-12/5 Pay Period End (PPE) 12/5 (Pay ID 12/05/15) 6 |
| 7 Due to ES @ 5pm • Form W-4, Direct-Deposit BW PPE 12/5 | 8 OC: Processing begins at noon | 9 Due to ES @ 10am • Direct Deposit Pulls OC Pay Day 12/11 Approval Deadline @ 5pm • Position, Funding, Job Data BW PPE 12/5 | 10 Time Collection Close @ 5pm BW PPE 12/5 Due to ES@ 5pm • Form W-4, Direct-Deposit MON PPE 12/31 | 11 Processing BW PPE 12/05/15 OC: Pay Day – PPE 12/03/15 | 12 13 |
| 14 Run Payroll Register Report BW PPE 12/5 (Pay Day 12/18) Approval Deadline @ 5pm • Position, Funding, Job Data MON PPE 12/31 | 15 OC: Processing begins at noon | 16 Due to ES @ 10am • Direct Deposit Pulls BW Pay Day 12/18 OC Pay Day 12/18 Time Collection Close @ 5pm MON PPE 12/31 | 17 Processing MON PPE 12/31/15 Due to ES @ 5pm • Form W-4, Direct-Deposit BW PPE 12/19 | 18 BW PAY DAY – PPE 12/05 (Pay ID 12/05/15) Processing MON PPE 12/31/15 OC: Pay Day – PPE 12/10/15 | 19 BW Pay Period 12/6- 12/19 Pay Period End (PPE) 12/19 (Pay ID 12/19/15) Processing MON PPE 12/31/15 HCM available for review or inquiry only 20 |
| 21 Run Payroll Register Report MON PPE 12/31, PayDay 12/31 | 22 Due to ES @ 10am • Direct Deposit Pulls OC Pay Day 12/24 OC Upload deadline 5 pm | 23 Approval Deadline @ 5pm • Position, Funding, Job Data BW PPE 12/19 OC: Processing begins at 10 am | 24 <i>Christmas Eve</i> UCB, UCCS, SYS closed UCD closure: Administrative Units- - OPEN AMC School/Colleges- - CLOSE DDC Schools/Colleges - OPEN OC: Pay Day – PPE 12/17/15 | 25 <i>Christmas Holiday</i> ALL CAMPUSES CLOSED | 26 27 |
| 28 Time Collection Close@ noon BW PPE 12/19 Processing BW PPE 12/19/15 UCD closure: Administrative Units- - OPEN AMC School/Colleges- - OPEN DDC Schools/Colleges – CLOSED | 29 Run Payroll Register Report BW PPE 12/19, PayDay 12-31 OC: Processing begins at noon Due to ES @ 10am • Direct Deposit Pulls BW Pay Day 12/31/15 MON Pay Day 12/31/15 UCD closure: Administrative Units- - OPEN AMC School/Colleges- - OPEN DDC Schools/Colleges – CLOSED OC upload deadline 5 pm | 30 UCD closure: Administrative Units- - OPEN AMC School/Colleges- - OPEN DDC Schools/Colleges – CLOSED OC: Processing begins at 10 am | 31 <i>New Year's Eve</i> UCCS, SYS closed UCD closure: Administrative Units- - OPEN AMC School/Colleges- - OPEN DDC Schools/Colleges - Close OC: Pay Day – PPE 12/24/15 MON PAY DAY – PPE 12/31 (Pay ID 12/31/15) | 1 <i>New Year Holiday</i> All Campuses Closed | |

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

updated 12-18-15

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