



EMPLOYEE SERVICES

January 2016 – UNIVERSITY OF COLORADO SYSTEM						February 2016 ▶
Mon	Tue	Wed	Thu	Fri	Sat/Sun	
				<b>1 New Year's Day</b> <i>ALL CAMPUSES CLOSED</i>	<b>2</b> BW PPE 1/2/16 Earn dates 12/20-1/2	
					<b>3</b>	
<b>4</b>	<b>5</b> OC010116 uploads due 5pm	<b>6</b> OC010116 process begins 10 am	<b>7</b> BW uploads due 5pm	<b>8</b> Processing BW PPE 01/02 OC010116 PAYDAY	<b>9</b> <b>10</b>	
<b>11</b> Med AutoTerm process 10 am Run Payroll Register BW PPE 01/02	<b>12</b> OC010716 uploads due 5pm	<b>13</b> PULL DEADLINE 10 AM: ❖ BW 01/02/16 OC010716 process begins 10 am	<b>14</b>	<b>15</b> OC010716 PAYDAY BW 01/02/16 PAYDAY	<b>16</b> BW PPE 1/16/16 Earn dates 1/3-1/16 <b>17</b>	
<b>18 MLK Holiday</b> <i>UCB, UCSS &amp; SYS closed</i> <i>UCD closures:</i> <ul style="list-style-type: none"> <li>• Admin units OPEN</li> <li>• AMC Schools CLOSED</li> <li>• DDC schools OPEN</li> </ul>	<b>19</b> OC011416 uploads due 9 am OC011416 process begins 10 am MON uploads due 5pm Processing MON PPE 01/31/16	<b>20</b> Processing MON PPE 01/31/16	<b>21</b> BW uploads due 5pm	<b>22</b> Run Payroll Register MON PPE 01/31/16 Processing BW PPE 01/16 OC011416 PAYDAY	<b>23</b> <b>24</b>	
<b>25</b> Run Payroll Register BW PPE 01/16	<b>26</b> OC012116 uploads due 5pm	<b>27</b> PULL DEADLINE 10 AM: ❖ BW 01/16/16 ❖ MON 01/31/16 OC012116 process begins 10 am	<b>28</b>	<b>29</b> OC012116 PAYDAY BW 01/16/16 PAYDAY MON 01/31/16 PAYDAY	<b>30</b> BW PPE 1/30/16 Earn dates 1/17-1/30 <b>31</b>	
<b>Notes:</b>						



EMPLOYEE SERVICES

February 2016 – UNIVERSITY OF COLORADO SYSTEM						March 2016 ▶
Mon	Tue	Wed	Thu	Fri	Sat/Sun	
1	2	3	4	5	6	
	OC012816 uploads due 5pm	OC012816 process begins 10 am	BW uploads due 5pm	Processing BW PPE 01/30/16  OC012816 PAYDAY		
8	9	10	11	12	13	
Med AutoTerm process 10 am  Run Payroll Register BW PPE 01/30/16	OC020416 uploads due 5pm	PULL DEADLINE 10 AM: ❖ BW 01/30/16 OC020416 process begins 10 am		OC020416 PAYDAY BW 01/30/16 PAYDAY	BW PPE 2/13/16 Earn dates 1/31-2/13	
15 <b>President's Day</b> AMC campus closed	16	17	18	19	20	
	OC021116 uploads due 5pm	OC021116 process begins 10 am  MON uploads due 5pm Processing MON PPE 02/29/16	Processing MON PPE 02/29/16	Processing MON PPE 02/29/16  BW uploads due 5pm  OC021116 PAYDAY		
22	23	24	25	26	27	
Processing BW PPE 02/13/16	Run Payroll Register MON PPE 02/29/16	OC021816 uploads due 10 am  PULL DEADLINE 10 AM: ❖ BW 02/13/16  Run Payroll Register BW PPE 02/13/16  OC201816 process begins noon	PULL DEADLINE 10 AM: ❖ MON 02/29/16	OC021816 PAYDAY BW 02/13/16 PAYDAY	BW PPE 2/27/16 Earn dates 2/14-2/27	
29	<b>Notes:</b>					
MON 02/29/16 PAYDAY						



EMPLOYEE SERVICES

March 2016 – UNIVERSITY OF COLORADO SYSTEM						April 2016 ▶
Mon	Tue	Wed	Thu	Fri	Sat/Sun	
	1 OC022516 uploads due 5pm	2 OC022516 process begins 10 am	3 BW uploads due 5pm	4 Processing BW PPE 02/27/16  OC022516 PAYDAY	5	6
7 Med AutoTerm process 10 am Run Payroll Register BW PPE 02/27/16	8 OC030316 uploads due 5pm	9 PULL DEADLINE 10 AM: ❖ BW 02/27/16 OC030316 process begins 10 am	10	11 OC030316 PAYDAY BW 02/27/16 PAYDAY	12	BW PPE 3/12/16 Earn dates 2/28-3/12
14	15 OC031016 uploads due 5pm	16 OC031016 process begins 10 am	17 BW uploads due 5pm	18 Processing BW PPE 03/12/16  OC031016 PAYDAY	19	20
21 Run Payroll Register BW PPE 03/12/16  MON uploads due 5pm Processing MON PPE 03/31/16	22 Processing MON PPE 03/31/16	23 PULL DEADLINE 10 AM: ❖ BW 03/12/16 Processing MON PPE 03/31/16 OC031716 uploads due 5pm	24 OC031716 process begins 10 am	25 <i>UCB closed (Spr Break)</i> Run Payroll Register MON PPE 03/31/16 OC031716 PAYDAY BW 03/12/16 PAYDAY	26	BW PPE 3/26/16 Earn dates 3/13-3/26
28	29 PULL DEADLINE 10 AM: ❖ MON 03/31/16 OC032416 uploads due 5pm	30 OC032416 process begins 10 am	31 MON 03/31/16 PAYDAY  BW uploads due 5pm	Notes:		



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## EMPLOYEE SERVICES

April 2016 – UNIVERSITY OF COLORADO SYSTEM						May 2016 ▶
Mon	Tue	Wed	Thu	Fri	Sat/Sun	
				1 Processing BW PPE 03/26/16	2	
					3	
4 Run Payroll Register BW PPE 03/26/16	5 OC033016 uploads due 5pm	6 PULL DEADLINE 10 AM: ❖ BW 03/26/16 OC033016 process begins 10 am	7	8 OC033016 PAYDAY BW 03/26/16 PAYDAY	9 BW PPE 4/09/16 Earn dates 3/27-4/09	
					10	
11 Med AutoTerm process 10 am	12 OC040716 uploads due 5pm	13 OC040716 process begins 10 am	14 BW uploads due 5pm	15 Processing BW PPE 04/09/16 OC040716 PAYDAY	16	
					17	
18 Run Payroll Register BW PPE 04/09/16 OC041416 uploads due 5pm	19 OC041416 process begins 10 am MON uploads due 5pm Processing MON PPE 04/30/16	20 PULL DEADLINE 10 AM: ❖ BW 04/09/16 Processing MON PPE 04/30/16	21 Processing MON PPE 04/30/16	22 Run Payroll Register MON PPE 04/30/16 OC041416 PAYDAY BW 04/09/16 PAYDAY	23 BW PPE 4/23/16 Earn dates 4/10-4/23	
					24	
25	26 OC042116 uploads due 5pm	27 PULL DEADLINE 10 AM: ❖ MON 04/30/16 OC042116 process begins 10 am	28 BW uploads due 5pm	29 Processing BW PPE 04/23/16 OC042116 PAYDAY MON 04/30/16 PAYDAY	30	
					1	



May 2016 -- UNIVERSITY OF COLORADO SYSTEM						June 2016 ▶
Mon	Tue	Wed	Thu	Fri	Sat/Sun	
<b>2</b>	<b>3</b> OC042816 uploads due 5pm	<b>4</b> PULL DEADLINE 10 AM: ❖ BW 04/23/16 OC042816 process begins 10 am	<b>5</b>	<b>6</b> OC042816 PAYDAY BW 04/23/16 PAYDAY	<b>7</b> BW PPE 5/07/16 Earn dates 4/24-5/07	
					<b>8</b>	
<b>9</b> Med AutoTerm process 10 am	<b>10</b> OC050516 uploads due 5pm	<b>11</b> OC050516 process begins 10 am	<b>12</b> BW uploads due 5pm	<b>13</b> Processing BW PPE 05/07/16 OC050516 PAYDAY	<b>14</b>	
					<b>15</b>	
<b>16</b> Run Payroll Register BW PPE 05/07/16	<b>17</b> OC051216 uploads due 5pm	<b>18</b> PULL DEADLINE 10 AM: ❖ BW 05/07/16 OC051216 process begins 10 am MON uploads due 5pm Processing MON PPE 05/31/16	<b>19</b> Processing MON PPE 05/31/16	<b>20</b> Processing MON PPE 05/31/16 OC051216 PAYDAY BW 05/07/16 PAYDAY	<b>21</b> BW PPE 5/21/16 Earn dates 5/08-5/21	
					<b>22</b>	
<b>23</b> Run Payroll Register MON PPE 05/31/16	<b>24</b> OC051916 uploads due 5pm	<b>25</b> OC051916 process begins 10 am	<b>26</b> PULL DEADLINE 10 AM: ❖ MON 05/31/16 BW uploads due 5pm	<b>27</b> Processing BW PPE 05/21/16 OC051916 PAYDAY	<b>28</b>	
					<b>29</b>	
<b>30</b> <i>Memorial Day</i> <i>All Campuses closed</i>	<b>31</b> Run Payroll Register BW PPE 05/21/16 MON 05/31/16 PAYDAY OC052616 uploads due 5pm	<b>Notes:</b>				



EMPLOYEE SERVICES

June 2016 – UNIVERSITY OF COLORADO SYSTEM <span style="float: right;">July 2016 ▶</span>					
Mon	Tue	Wed	Thu	Fri	Sat/Sun
		<b>1</b> PULL DEADLINE 10 AM: ❖ BW 05/21/16 OC052616 process begins 10 am	<b>2</b>	<b>3</b> OC052616 PAYDAY BW 05/21/16 PAYDAY	<b>4</b> BW PPE 6/04/16 Earn dates 5/22-6/4  <b>5</b>
<b>6</b>	<b>7</b> OC060216 uploads due 5pm	<b>8</b> OC060216 process begins 10 am	<b>9</b> BW uploads due 5pm	<b>10</b> Processing BW PPE 06/04/16 OC060216 PAYDAY	<b>11</b>  <b>12</b>
<b>13</b> Med AutoTerm process 10 am Run Payroll Register BW PPE 06/04/16	<b>14</b> OC060916 uploads due 5pm	<b>15</b> PULL DEADLINE 10 AM: ❖ BW 06/04/16 OC060916 process begins 10 am	<b>16</b>	<b>17</b> OC060916 PAYDAY BW 06/04/16 PAYDAY	<b>18</b> BW PPE 6/18/16 Earn dates 6/5-6/18  <b>19</b>
<b>20</b> MON uploads due 5pm Processing MON PPE 06/30/16	<b>21</b> Processing MON PPE 06/30/16	<b>22</b> Processing MON PPE 06/30/16 OC061616 uploads due 5pm	<b>23</b> Run Payroll Register MON PPE 06/30/16 OC061616 process begin 10 am BW uploads due 5pm	<b>24</b> Processing BW PPE 06/18/16 OC061616 PAYDAY	<b>25</b>  <b>26</b>
<b>27</b> Run Payroll Register BW PPE 06/18/16	<b>28</b> OC062316 uploads due 5 pm	<b>29</b> PULL DEADLINE 10 AM: ❖ MON 06/30/16 (pays 7/1) OC062316 process begins 10 am	<b>30</b>	<b>Notes:</b>	



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July 2016 – UNIVERSITY OF COLORADO SYSTEM						August 2016 ▶
Mon	Tue	Wed	Thu	Fri	Sat/Sun	
				<b>1</b> <b>MON 06/30/16 PAYDAY</b> <b>OC062316 PAYDAY</b>	<b>2</b> BW PPE 7/02/16 Earn dates 6/19-7/2	
					<b>3</b>	
<b>4 Independence Day</b> <i>All campuses closed</i>	<b>5</b> OC070116 uploads due 5 pm	<b>6</b> OC070116 process begins 10 am	<b>7</b> BW uploads due 5pm	<b>8</b> Processing BW PPE 07/02/16  <b>OC070116 PAYDAY</b>	<b>9</b>   <b>10</b>	
<b>11</b> Run Payroll Register BW PPE 07/02/16	<b>12</b>   OC070716 uploads due 5 pm	<b>13</b>  PULL DEADLINE 10 AM: ❖ BW 07/02/16 OC070716 process begins 10 am	<b>14</b>	<b>15</b>  <b>BW 07/02/16 PAYDAY</b> <b>OC070716 PAYDAY</b>	<b>16</b> BW PPE 7/16/16 Earn dates 7/3-7/16   <b>17</b>	
<b>18</b>   OC071416 uploads due 5 pm	<b>19</b> OC071416 process begins 10 am  MON uploads due 5pm Processing MON PPE 07/31/16	<b>20</b> Processing MON PPE 07/31/16	<b>21</b> Processing MON PPE 07/31/16  BW uploads due 5pm	<b>22</b> Processing BW PPE 07/16/16  Run Payroll Register MON PPE 07/31/16  <b>OC071416 PAYDAY</b>	<b>23</b>   <b>24</b>	
<b>25</b>  Run Payroll Register BW PPE 07/16/16	<b>26</b>  OC072116 uploads due 5 pm	<b>27</b> PULL DEADLINE 10 AM: ❖ MON 07/31/16 ❖ BW 07/16/16 OC072116 process begins 10 am	<b>28</b>	<b>29</b>  <b>MON 07/31/16 PAYDAY</b> <b>OC072116 PAYDAY</b>	<b>30</b> BW PPE 7/30/16 Earn dates 7/17-7/30  <b>31</b>	
<b>Notes:</b>						