

AUGUST 2015 – University of Colorado Payroll Calendar – Denver & Anschutz

Special OC Time Collection – opens at 9:00 AM on Fridays and closes at noon on Tuesdays. Submit Additional Pay for OC to HR by noon on Mondays.

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 CU Denver @ 12 pm (BW) Additional Pay Deadline BW Data Entered for approval	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
SOM-New Hire & RA/PRA docs					9
10 Run Payroll Register Report BW PPE 8/1 (Pay Day 8/14) CU Denver @ 5:00 pm PMR due to HR Office for 8/15/15 effective date	11 Due to ES @ 5pm • Form W-4, Direct-Deposit MON PPE 8/31	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 CU Denver @ 5 pm (EOM 8/31) Additional Pay Deadline EOM Data Entered for approval CU Denver @ 5 pm (EOM 8/31) Vacation Payout Forms due to HR	14 BW PAY DAY – PPE 8/1 (Pay ID 08/01/15) OC: Pay Day – PPE 8/6 CU Denver @ 5:00 pm At-will PMR due to HR for July appointments	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 CU Denver @ 12 pm (BW) Additional Pay Deadline BW Data Entered for approval SOM-New Hire & RA/PRA docs	18	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 CU Denver @ 5:00 pm PMR due to HR Office for 9/1/15 effective date	25 <u>Run Payroll Register Report</u> BW PPE 8/15 (Pay Day 8/28)	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) CU Denver @ 12 pm (BW) Additional Pay Deadline BW Data Entered for approval SOM-New Hire & RA/PRA docs					

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 ***

OCTOBER 2015 – University of Colorado Payroll Calendar – Denver & Anschutz

Special OC Time Collection – opens at 9:00 AM on Fridays and closes at noon on Tuesdays, except on October 19th. Submit Additional Pay for OC to HR by noon on Mondays.

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY SUNDAY
			1 Time Collection Close @ 5pm BW PPE 9/26	2 Processing BW PPE 09/26/15 OC: Pay Day – PPE 09/24/15	3
5 Run Payroll Register Report BW PPE 9/26 (Pay Day 10/09) SOM-New Hire & RA/PRA docs	6	7 Due to ES @ 10am • Direct Deposit Pulls BW Pay Day 10/9 OC Pay Day 10/9	8 Due to ES @ 5pm • Form W-4, Direct-Deposit BW PPE 10/10	9 BW PAY DAY – PPE 9/26 (Pay ID 09/26/15) OC: Pay Day – PPE 10/01/15	4 10 BW Pay Period 9/27 – 10/10 Pay Period End (PPE) 10/10 (Pay ID 10/10/15)
12 Due to ES @ 5pm • Form W-4, Direct-Deposit MON 10/31 CU Denver @ 12 pm (BW) Additional Pay Deadline BW Data Entered for approval CU Denver @ 5:00 pm PMR due to HR Office for 10/15/15 effective date	13	14 Due to ES @ 10am • Direct Deposit Pulls OC Pay Day 10/16 Approval Deadline @ 5pm • Position, Funding, Job Data BW PPE 10/10 CU Denver @ 5 pm (EOM 10/31) Additional Pay Deadline EOM Data Entered for approval	15 Time Collection Close @ pm BW PPE 10/10 Approval Deadline @ 5pm • Position, Funding, Job Data MON PPE 10/31 CU Denver @ 5:00 pm At-will PMR due to HR for September appointments CU Denver @ 5 pm (EOM 10/31) Vacation Payout Forms due to HR	16 Processing BW PPE 10/10/15 OC: Pay Day – PPE 10/08/15	17 18
19 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 SOM-New Hire & RA/PRA docs	20 Processing MON PPE 10/31/15	21 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	22	23 BW PAY DAY – PPE 10/10 (Pay ID 10/23/15) OC: Pay Day – PPE 10/15/15	24 BW Pay Period 10/11-10/24 Pay Period End (PPE) 10/24 (Pay ID 10/24/15)
25 Due to ES @ 5pm • Form W-4, Direct-Deposit BW PPE 10/24 CU Denver @ 12 pm (BW) Additional Pay Deadline BW Data Entered for approval CU Denver @ 5:00 pm PMR due to HR Office for 11/1/15 effective date	27 Approval Deadline @ 5pm • Position, Funding, Job Data BW PPE 10/24	28 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	29 SYSTEM DOWN FOR UPGRADE TO 9.2	30 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	25 31

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