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)
3 Due to ES @ 5pm Form W-4, Direct-Deposit BW PPE 8/1 Faculty Contract Uploads HRMS available for review or inquiry only	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	9
SOM-New Hire & RA/PRA docs 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 CP Pay Day 8/14 Due to ES @ 5pm Form W-4, Direct-Deposit BW PPE 8/15	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 Noon: 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 Run Payroll Register Report BW PPE 8/15 (Pay Day 8/28)	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)
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					

SEPTEMBER 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	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 <u>Time Collection Close @ 5pm</u> BW PPE 8/29	4 Processing BW PPE 08/29/15 OC: Pay Day – PPE 8/27	6
7 Labor Day Holiday ALL CAMPUSES CLOSED	8 Run Payroll Register Report BW PPE 8/29 (Pay Day 9/12) CU Denver @ 5:00 pm PMR due to HR Office for 9/15/15	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	Due to ES@ 5pm • Form W-4, Direct-Deposit MON PPE 9/30 CU Denver @ 5 pm (EOM 9/30)	11 BW PAY DAY – PPE 8/29 (Pay ID 08/29/15) OC: Pay Day – PPE 9/3 CU Denver @ 5 pm (EOM 9/30)	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 CU Denver @ 12 pm (BW) Additional Pay Deadline BW Data Entered for approval SOM-New Hire & RA/PRA docs	effective date 15 CU Denver @ 5:00 pm At-will PMR due to HR for August appointments	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	Vacation Payout Forms due to HR 17 Time Collection Close @ 5pm BW PPE 9/12 Processing MON PPE 09/30/15	Additional Pay Deadline EOM Data Entered for approval 18 Processing MON PPE 09/30/15 Noon: 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 CU Denver @ 5:00 pm PMR due to HR Office for 10/1/15 effective date	22 Run Payroll Register Report BW PPE 9/12 (Pay Day 9/25)	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)
Due to ES @ 10am • Check Stops • Direct Deposit Pulls MON Pay Day 09/30 CU Denver @ 12 pm (BW) Additional Pay Deadline BW Data Entered for approval	29	30 Approval Deadline @ 5pm • Position, Funding, Job Data BW PPE 9/26 MON PAY DAY – PPE 9/30 (Pay ID 09/30/15) Due to ES @ 10am • Direct Deposit Pulls OC Pay Day 10/2			

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

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 <u>Time Collection Close @ 5pm</u> BW PPE 9/26	2 Processing BW PPE 09/26/15 OC: Pay Day – PPE 09/24/15	4
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	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	13	14 Due to ES @ 10am • Direct Deposit Pulls OC Pay Day 10/16	15 Time Collection Close @ pm BW PPE 10/10	16 Processing BW PPE 10/10/15 OC: Pay Day – PPE 10/08/15	17
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		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	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	CU Denver @ 12 pm Additional Pay Deadline for OC	18
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)	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:	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)
Time Collection @ 12pm OC: Processing/Confirm SOM-New Hire & RA/PRA docs 25	27	HRMS available for review or inquiry only	29	30	31
Due to ES @ 5pm • Form W-4, Direct-Deposit BW PPE 10/24	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	SYSTEM DOWN FOR UPGRADE TO 9.2	SYSTEM DOWN FOR UPGRADE TO 9.2	
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		Time Collection Close @ 5pm - BW PPE 10/24 Processing BW PPE 10/24 @ 5:00 PM		MON PAY DAY – PPE 10/31 (Pay ID 10/31/15) OC: Pay Day – PPE 10/22/15	