

# AUGUST 2015 – University of Colorado Payroll Calendar – UCCS

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

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY SUNDAY
31 <b>MON PAY DAY – PPE 8/31</b> (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 <b>Time Collection Close @ 5pm</b> 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> <b>ALL CAMPUSES CLOSED</b>	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 <b>BW PAY DAY – PPE 8/29</b> (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  <b>Approval Deadline @ 5pm</b> • 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  <b>Time Collection Close @ 5pm</b> MON PPE 9/30	17 <b>Time Collection Close @ 5pm</b> BW PPE 9/12  Processing MON PPE 09/30/15	18 Processing MON PPE 09/30/15  <i>Noon:</i> <b>HRMS available for review or inquiry only</b>  OC: Pay Day – PPE 9/10	19  20
21 Processing BW PPE 09/12/15  <b>Run Payroll Register Report</b> 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 <b>BW PAY DAY – PPE 9/12</b> (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 <b>MON PAY DAY – PPE 9/30</b> (Pay ID 09/30/15)			

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## OCTOBER 2015 – University of Colorado Payroll Calendar – UCSS

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

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