

JANUARY 2015 – University of Colorado Payroll Calendar – UCCS

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY SUNDAY
29 Due to ES @ 10am • Direct Deposit Pulls MON Pay Day 12/31	30 Run Payroll Register Report BW PPE 12/20, Pay Day 01-02	31 <i>New Year's Eve</i> UCCS, SYS closed	1 <i>New Year's Day Holiday</i> ALL CAMPUSES CLOSED	2 BW PAY DAY – PPE 12/20 (Pay ID 12/20/14)	3 BW Pay Period 12/21 – 1/3 Pay Period End (PPE) 1/3 (Pay ID 01/03/15)
Process CY2014 Payroll @ 10am Time Collection Close @ noon BW PPE 12/20 Processing BW PPE 12/20/14	Due to ES @ 10am • Direct Deposit Pulls BW Pay Day 1/2/15	UCD closure: Administrative Units- - OPEN AMC School/Colleges- - OPEN DDC Schools/Colleges - Close		OC: Open Special Offcycle Time Collection @ 9:00 AM	4
UCD closure: Administrative Units- - OPEN AMC School/Colleges- - OPEN DDC Schools/Colleges – CLOSED	UCD closure: Administrative Units- - OPEN AMC School/Colleges- - OPEN DDC Schools/Colleges – CLOSED	MON PAY DAY – PPE 12/31 (Pay ID 12/31/14)			
5 Due to ES @ 5pm • Form W-4, Direct-Deposit BW PPE 1/3	6 OC: Close Special Offcycle (OC) Time Collection @ 12pm OC: Processing/Confirm Special Offcycle TRR'S/time for Bi-Weekly 1/3 End Date must be entered & in Ready Status in HRMS then e-mailed to HR by 5:00 PM	7 Approval Deadline @ 5pm • Position, Funding, Job Data BW PPE 1/3 Due to ES @ 10am ▪ Check Stops ▪ Advice Pulls OC Pay Day 1/9	8 Time Collection Close @ 5pm BW PPE 1/3 Personnel Action Forms due in HR for January Monthly Personnel Action Matters (PAM) Reports for Lecturers/Others Due	9 Processing BW PPE 01/03 OC: Pay Day – PPE 1/1 OC: Open Special Offcycle Time Collection @ 9:00 AM Personnel Action Matters (PAM) Reports & Personal Data forms due in HR for BW PPE 1/17	10 11
12 Run Payroll Register Report BW PPE 01/03(Pay Day 1/16)	13 OC: Close Special Offcycle (OC) Time Collection @ 12pm OC: Processing/Confirm Special Offcycle	14 Due to ES @ 10am ▪ Check Stops ▪ Advice Pulls BW Pay Day 1/16 OC Pay Day 1/16	15 Approval Deadline @ 5pm • Position, Funding, Job Data MON PPE 1/31 Leave for December 2014 must be entered & in Ready Status in HRMS & e-mailed to HR by 5pm	16 BW PAY DAY – PPE 01/03 (Pay ID 01/03/15) OC: Pay Day – PPE 1/8 OC: Open Special Offcycle Time Collection @ 9:00 AM	17 BW Pay Period 01/04 – 1/17 Pay Period End (PPE) 1/17 (Pay ID 01/17/15)
Auto Term Process for Med Plan @ 10:00 AM					18
19 <i>Martin Luther King Holiday</i> UCB, UCCS & SYS closed UCD closures: Administrative Units- - OPEN AMC School/Colleges - - CLOSED DDC Schools/Colleges – OPEN	20 OC: Close Special Offcycle (OC) Time Collection @ 12pm OC: Processing/Confirm Special Offcycle Time Collection Close @ 5pm MON PPE 1/31 (Pay ID 01/31/15MON) TRR'S/time for Bi-Weekly 1/17 End Date must be entered & in Ready Status in HRMS then e-mailed to HR by 3:00 PM	21 Due to ES @ 10am ▪ Check Stops ▪ Advice Pulls OC Pay Day 1/23 Time Collection Close @ 5pm BW PPE 1/17 Processing MON PPE 01/31/15 (Pay ID 01/31/15MON) Approval Deadline @ 5pm • Position, Funding, Job Data BW PPE 1/17	22 Processing MON PPE 01/31/15 (Pay ID 01/31/15MON) <i>Noon:</i> HRMS available for review or inquiry only	23 Processing BW PPE 01/17 OC: Pay Day – PPE 1/15 OC: Open Special Offcycle Time Collection @ 9:00 AM Run Payroll Register Report MON PPE 1/31 (Pay Day 1/30) Personnel Action Matters (PAM) Reports & Personal Data forms due in HR for BW PPE 1/31	24 25
26 Run Payroll Register Report BW PPE 1/17 (Pay Day 01/30)	27 OC: Close Special Offcycle (OC) Time Collection @ 12pm OC: Processing/Confirm Special Offcycle	28 Due to ES @ 10am ▪ Check Stops ▪ Advice Pulls BW Pay Day 01/30 MON Pay Day 1/30 OC Pay Day 1/30	29	30 BW PAY DAY – PPE 1/17 (Pay ID 01/17/15) MON PAY DAY – PPE 1/31 (Pay ID 01/31/15MO) OC: Pay Day – PPE 1/22 OC: Open Special Offcycle Time Collection @ 9:00 AM	31 BW Pay Period 01/18 – 1/31 Pay Period End (PPE) 1/31 (Pay ID 01/31/15BW)
					1

GRAY DAYS -- HRMS IS AVAILABLE FOR REVIEW ONLY beginning at noon-- HR TRANSACTIONS, PAYROLL EXPENSE TRANSFERS CANNOT BE COMPLETED
 *** HANDDRAWN CHECK TRANSACTIONS CAN NOT BE COMPLETED AFTER NOON DURING GRAY PAYROLL PROCESSING DAYS ***

updated 01/15/14

FEBRUARY 2015 – University of Colorado Payroll Calendar – UCCS

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY SUNDAY
					31 BW Pay Period 01/18 – 1/31 Pay Period End (PPE) 1/31 (Pay ID 01/31/15BW)
2 Due to ES @ 5pm • Form W-4, Direct-Deposit BW PPE 1/31	3 OC: Close Special Offcycle (OC) Time Collection @ 12pm OC: Processing/Confirm Special Offcycle TRR'S/time for Bi-Weekly 1/31 End Date must be entered & in Ready Status in HRMS then e-mailed to HR by 5:00 PM	4 <u>Approval Deadline @ 5pm</u> • Position, Funding, Job Data BW PPE 1/31 Due to ES @ 10am ▪ Check Stops ▪ Advice Pulls OC Pay Day 2/06	5 Time Collection Close @ 5pm BW PPE 01/31/15 (Pay ID 01/31/15BW) Personnel Action Matters (PAM) Reports & Personal Data forms due in HR for BW PPE 2/14	6 Processing BW PPE 01/31/15 (Pay ID 01/31/15BW) OC: Pay Day – PPE 01/31 OC: Open Special Offcycle Time Collection @ 9:00 AM Personnel Action Forms due in HR for February Monthly Personnel Action Matters (PAM) Reports for Lecturers/Others Due	1 7 8
9 <u>Run Payroll Register Report</u> BW PPE 1/31 (Pay Day 2/13) Due to ES @ 5pm • Form W-4, Direct-Deposit MON PPE 2/28 <u>Auto Term Process for Med Plan</u> @ 10:00 AM	10 OC: Close Special Offcycle (OC) Time Collection @ 12pm OC: Processing/Confirm Special Offcycle	11 Due to ES @ 5pm • Form W-4, Direct-Deposit BW PPE 2/14 Due to ES @ 10am ▪ Check Stops ▪ Advice Pulls BW Pay Day 2/13 OC Pay Day 2/13	12 Approval Deadline @ 5pm ▪ Position, Funding, Job Data MON PPE 2/28 Leave for January 2015 must be entered & in Ready Status in HRMS & e-mailed to HR by 5pm	13 BW PAY DAY – PPE 1/31 (Pay ID 01/31/15BW) OC: Pay Day – PPE 02/05 OC: Open Special Offcycle Time Collection @ 9:00 AM	14 BW Pay Period 2/1– 2/14 Pay Period End (PPE) 02/14 (Pay ID 02/14/15) 15
16 <i>President's Day Holiday</i> UCD closures: Administrative Units- - OPEN AMC School/Colleges- - CLOSED DDC Schools/Colleges – OPEN TRR'S/time for Bi-Weekly 2/14 End Date must be entered & in Ready Status in HRMS then e-mailed to HR by 5:00 PM	17 OC: Close Special Offcycle (OC) Time Collection @ 12pm OC: Processing/Confirm Special Offcycle Time Collection Close @ 5pm MON PPE 2/28 (Pay ID 02/28/15MO) <u>Approval Deadline @ 5pm</u> • Position, Funding, Job Data BW PPE 2/14	18 Processing MON PPE 02/28/15 (Pay ID 02/28/15MO) Time Collection Close @ 5pm BW PPE 2/14 Due to ES @ 10am ▪ Check Stops ▪ Advice Pulls OC Pay Day 2/20	19 Processing MON PPE 02/28/15 (Pay ID 02/28/15MO) <i>Noon:</i> HRMS available for review or inquiry only Personnel Action Matters (PAM) Reports & Personal Data forms due in HR for BW PPE 2/28	20 Processing BW PPE 02/14/15 (Pay ID 02/14/15) OC: Pay Day – PPE 02/12 OC: Open Special Offcycle Time Collection @ 9:00 AM Run Payroll Register Report MON PPE 2/28 (Pay Day 2/27)	21 22
23 <u>Run Payroll Register Report</u> BW PPE 2/14 (Pay Day 02/27)	24 OC: Close Special Offcycle (OC) Time Collection @ 12pm OC: Processing/Confirm Special Offcycle	25 Due to ES @ 10am • Check Stops • Direct Deposit Pulls BW Pay Day 02/27 MON Pay Day 2/27 OC Pay Day 2/27	26	27 BW PAY DAY – PPE 2/14 (Pay ID 02/14/15) MON PAY DAY – PPE 0228 (Pay ID 02/28/14MON) OC: Pay Day – PPE 02/19 OC: Open Special Offcycle Time Collection @ 9:00 AM	28 BW Pay Period 2/15– 2/28 Pay Period End (PPE) 02/28 (Pay ID 02/28/15BW)

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

updated 01/15/14

MARCH 2015 – University of Colorado Payroll Calendar – UCSS

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY SUNDAY
					28 BW Pay Period 2/15– 2/28 Pay Period End (PPE) 02/28 (Pay ID 02/28/15BW)
					1
2 Due to ES @ 5pm • Form W-4, Direct-Deposit BW PPE 2/28	3 OC: Close Special Offcycle (OC) Time Collection @ 12pm OC: Processing/Confirm Special Offcycle TRR'S/time for Bi-Weekly 2/28 End Date must be entered & in Ready Status in HRMS then e-mailed to HR by 5:00 PM	4 Due to ES @ 10am ▪ Check Stops ▪ Advice Pulls ▪ OC Pay Day 03/20 Approval Deadline @ 5pm • Position, Funding, Job Data BW PPE 2/28	5 Time Collection Close @ 5pm BW PPE 02/28/15 Personnel Action Forms due in HR for March Monthly Personnel Action Matters (PAM) Reports for Lecturers/Others Due	6 Processing BW PPE 2/28/15 (Pay ID 02/28/15BW) Personnel Action Matters (PAM) Reports & Personal Data forms due in HR for BW PPE 3/14 OC: Pay Day – PPE 2/26 OC: Open Special Offcycle Time Collection @ 9:00 AM	7
					8
9 Run Payroll Register Report BW PPE 02/28 (Pay Day 3/13) Due to ES @ 5pm • Form W-4, Direct-Deposit MON PPE 3/31 Auto Term Process for Med Plan @ 10:00 am	10 OC: Close Special Offcycle (OC) Time Collection @ 12pm OC: Processing/Confirm Special Offcycle	11 Due to ES @ 10am ▪ Check Stops ▪ Advice Pulls BW Pay Day 3/13 OC Pay Day 03/13	12 Approval Deadline @ 5pm ▪ Position, Funding, Job Data MON PPE 3/31	13 BW PAY DAY – PPE 2/28 (Pay ID 02/28/15BW) OC: Pay Day – PPE 3/5 OC: Open Special Offcycle Time Collection @ 9:00 AM	14 BW Pay Period 3/1– 3/14 Pay Period End (PPE) 3/14 (Pay ID 03/14/15)
					15
16 Due to ES @ 5pm • Form W-4, Direct-Deposit BW PPE 3/14 Leave for February 2015 must be entered & in Ready Status in HRMS & e- mailed to HR by 5pm	17 OC: Close Special Offcycle (OC) Time Collection @ 12pm OC: Processing/Confirm Special Offcycle TRR'S/time for Bi-Weekly 3/14 End Date must be entered & in Ready Status in HRMS then e-mailed to HR by 5:00 PM	18 Due to ES @ 10am ▪ Check Stops ▪ Advice Pulls ▪ OC Pay Day 03/20 Time Collection Close @ 5pm MON PPE 3/31 Approval Deadline @ 5pm • Position, Funding, Job Data BW PPE 3/14	19 Time Collection Close @ 5pm BW PPE 3/14 Processing MON PPE 03/31/15 (Pay ID 03/31/15) Personnel Action Matters (PAM) Reports & Personal Data forms due in HR for BW PPE 3/28	20 Processing MON PPE 03/31/15 (Pay ID 03/31/15) Noon: HRMS available for review or inquiry only OC: Pay Day – PPE 3/12 OC: Open Special Offcycle Time Collection @ 9:00 AM	21
					22
23 Processing BW PPE 03/14/15 Run Payroll Register Report MON PPE 3/31 (Pay Day 3/31)	24 Run Payroll Register Report BW PPE 3/14 (Pay Day 03/27) OC: Close Special Offcycle (OC) Time Collection @ 12pm OC: Processing/Confirm Special Offcycle	25 Due to ES @ 10am • Check Stops • Direct Deposit Pulls BW Pay Day 3/27 OC Pay Day 03/27	26	27 Spring Break Holiday UCB closed BW PAY DAY – PPE 3/14 (Pay ID 03/14/15) Due to ES @ 10am • Check Stops • Direct Deposit Pulls MON Pay Day 3/31 OC: Pay Day – PPE 3/19 OC: Open Special Offcycle Time Collection @ 9:00 AM	28 BW Pay Period 3/15– 3/28 Pay Period End (PPE) 3/28 (Pay ID 03/28/15)
					29
30 Due to ES @ 5pm • Form W-4, Direct-Deposit BW PPE 3/28	31 MON PAY DAY – PPE 3/31 (Pay ID 03/31/15) TRR'S/time for Bi-Weekly 3/28 End Date must be entered & in Ready Status in HRMS then e-mailed to HR by 5:00 PM	1 Approval Deadline @ 5pm • Position, Funding, Job Data BW PPE 3/28 Due to ES @ 10am • Check Stops • Direct Deposit Pulls OC Pay Day 04/03	2 Time Collection Close @ 5pm BW PPE 3/28	3 Processing BW PPE 03/28/15 Personnel Action Matters (PAM) Reports & Personal Data forms due in HR for BW PPE 4/11	4

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

updated 01/15/14

APRIL 2015 – University of Colorado Payroll Calendar – UCCS

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY SUNDAY
30 Due to ES @ 5pm • Form W-4, Direct-Deposit BW PPE 3/28	31 TRR'S/time for Bi-Weekly 3/28 End Date must be entered & in Ready Status in HRMS then e-mailed to HR by 5:00 PM OC: Close Special Offcycle Time Collection @ 12pm; process/cofirm	1 Approval Deadline @ 5pm • Position, Funding, Job Data BW PPE 3/28 Due to ES @ 10am • Check Stops & DD Pulls OC Pay Day 04/03	2 Time Collection Close @ 5pm BW PPE 3/28	3 Processing BW PPE 03/28/15 Personnel Action Matters (PAM) Reports & Personal Data forms due in HR for BW PPE 4/11 OC PAY DAY – PPE 03/26 OC: Open Time Collection 9 AM	4 5
6 Run Payroll Register Report BW PPE 3/28 (Pay Day 4/10) Personnel Action Forms due in HR for April Monthly Personnel Action Matters (PAM) Reports for Lecturers/Others Due	7 OC: Close Special Offcycle (OC) Time Collection @ 12pm OC: Processing/Confirm	8 Due to ES @ 10am • Check Stops & DD Pulls BW Pay Day 4/10 OC Pay Day 04/10	9	10 BW PAY DAY – PPE 3/28 (Pay ID 03/28/15) OC PAY DAY – PPE 04/02 OC: Open Special Offcycle Time Collection@ 9:00 AM	11 BW Pay Period 3/29 – 4/11 Pay Period End (PPE) 4/11 (Pay ID 04/11/15) 12
13 Due to ES @ 5pm • Form W-4, Direct-Deposit BW PPE 4/11 MON PPE 4/30 Auto Term Process for Med Plan@ 10:00 am)	14 OC: Close Special Offcycle (OC) Time Collection @ 12pm OC: Processing/Confirm TRR'S/time for Bi-Weekly 4/11 End Date must be entered & in Ready Status in HRMS then e-mailed to HR by 5:00 PM	15 Approval Deadline @ 5pm • Position, Funding, Job Data BW PPE 4/11 & MON PPE 4/30 Leave for March 2015 must be entered & in Ready Status in HRMS & e-mailed to HR by 5pm Due to ES @ 10am • Check Stops • Direct Deposit Pulls OC Pay Day 04/17	16 Time Collection Close @ 5pm BW PPE 4/11	17 Processing BW PPE 04/11/15 Time Collection Close @ 5pm MON PPE 4/30 Personnel Action Matters (PAM) Reports & Personal Data forms due in HR for BW PPE 4/25 OC PAY DAY – PPE 04/09 OC: Open Special Offcycle Time Collection@ 9:00 AM	18 19
20 Processing MON PPE 04/30/15 (Pay ID 04/30/15) <u>Run Payroll Register Report</u> BW PPE 4/11 (Pay Day 4/24)	21 Processing MON PPE 04/30/15 (Pay ID 04/30/15) <i>Noon:</i> HRMS available for review or inquiry only	22 OC: Close Special Offcycle (OC) Time Collection @ 12pm OC: Processing/Confirm Run Payroll Register Report MON PPE 4/30 (Pay Day 4/30) Due to ES @ 10am • Check Stops & DD Pulls BW Pay Day 4/24 OC Pay Day 04/24	23	24 BW PAY DAY – PPE 4/11 (Pay ID 04/11/15) OC PAY DAY – PPE 04/16 OC: Open Special Offcycle Time Collection@ 9:00 AM	25 BW Pay Period 4/12– 4/25 Pay Period End (PPE) 4/25 (Pay ID 04/25/15) 26
27 Due to ES @ 5pm • Form W-4, Direct-Deposit BW PPE 4/25	28 OC: Close Special Offcycle (OC) Time Collection @ 12pm OC: Processing/Confirm Special Offcycle TRR'S/time for Bi-Weekly 4/25 End Date must be entered & in Ready Status in HRMS then e-mailed to HR by 5:00 PM Due to ES @ 10am • Check Stops • Direct Deposit Pulls MON Pay Day 4/30	29 Due to ES @ 10am • Check Stops • Direct Deposit Pulls OC Pay Day 05/1 <u>Approval Deadline @ 5pm</u> • Position, Funding, Job Data BW PPE 4/25	30 MON PAY DAY – PPE 4/30 (Pay ID 04/30/15) Time Collection Close @ 5pm BW PPE 4/25		

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updated 01/15/14

MAY 2015 – University of Colorado Payroll Calendar – UCCS

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY SUNDAY
27 Due to ES @ 5pm • Form W-4, Direct-Deposit BW PPE 4/25	28 OC: Close Special Offcycle (OC) Time Collection @ 12pm OC: Processing/Confirm Special Offcycle Due to ES @ 10am • Check Stops • Direct Deposit Pulls MON Pay Day 4/30	29 Due to ES @ 10am • Check Stops • Direct Deposit Pulls OC Pay Day 05/1 Approval Deadline @ 5pm • Position, Funding, Job Data BW PPE 4/25	30 MON PAY DAY – PPE 4/30 (Pay ID 04/30/15) Time Collection Close @ 5pm BW PPE 4/25	1 Processing BW PPE 04/25/15 Personnel Action Matters (PAM) Reports & Personal Data forms due in HR for BW PPE 5/9 OC PAY DAY – PPE 04/23 OC: Open Special Offcycle Time Collection @ 9:00 AM	2 3
4 Run Payroll Register Report BW PPE 4/25 (Pay Day 5/08)	5 OC: Close Special Offcycle (OC) Time Collection @ 12pm OC: Processing/Confirm Special Offcycle	6 Due to ES @ 10am • Check Stops • Direct Deposit Pulls BW Pay Day 5/08 OC Pay Day 5/08	7 Personnel Action Forms due in HR for May Monthly Personnel Action Matters (PAM) Reports for Lecturers/Others Due	8 BW PAY DAY – PPE 4/25 (Pay ID 04/25/15) OC PAY DAY – PPE 04/29 OC: Open Special Offcycle Time Collection @ 9:00 AM	9 BW Pay Period 4/26 – 5/09 Pay Period End (PPE) 5/09 (Pay ID 05/09/15) 10
11 Auto Term Process for Med Plan @ 10:00 am) Due to ES @ 5pm • Form W-4, Direct-Deposit BW PPE 5/09	12 Due to ES @ 5pm • Form W-4, Direct-Deposit MON PPE 5/31 TRR'S/time for Bi-Weekly 5/9 End Date must be entered & in Ready Status in HRMS then e-mailed to HR by 5:00 PM OC: Close Special Offcycle (OC) Time Collection @ 12pm OC: Processing/Confirm Special Offcycle	13 Approval Deadline @ 5pm • Position, Funding, Job Data BW PPE 5/09 MON PPE 5/31 Due to ES @ 10am • Check Stops • Direct Deposit Pulls OC Pay Day 05/15	14 Time Collection Close @ 5pm BW PPE 5/09 Leave for April 2015 must be entered & in Ready Status in HRMS & e-mailed to HR by 5pm	15 Processing BW PPE 05/09/15 Personnel Action Matters (PAM) Reports & Personal Data forms due in HR for BW PPE 5/23 OC PAY DAY – PPE 05/07 OC: Open Special Offcycle Time Collection @ 9:00 AM	16 17
18 OC: Close Special Offcycle (OC) Time Collection @ 12pm OC: Processing/Confirm Time Collection Close @ 5pm MON PPE 5/31 Run Payroll Register Report BW PPE 5/09(Pay Day 5/22)	19 Processing MON PPE 05/31/15 (Pay ID 05/31/15)	20 Processing MON PPE 05/31/15 (Pay ID 05/31/15) Due to ES @ 10am • Check Stops • Direct Deposit Pulls BW Pay Day 5/22 OC Pay Day 5/22 Noon: HRMS available for review or inquiry only	21 Run Payroll Register Report MON PPE 5/31 (Pay Day 5/29)	22 BW PAY DAY – PPE 5/09 (Pay ID 05/09/15) Due to ES @ 5pm • Form W-4, Direct-Deposit BW PPE 5/23 OC PAY DAY – PPE 5/14 OC: Open Special Offcycle Time Collection @ 9:00 AM	23 BW Pay Period 5/10 – 5/23 Pay Period End (PPE) 5/23 (Pay ID 05/23/15) 24
25 Memorial Day Holiday ALL CAMPUSES CLOSED	26 TRR'S/time for Bi-Weekly 5/23 End Date must be entered & in Ready Status in HRMS then e-mailed to HR by 5:00 PM OC: Close Special Offcycle (OC) Time Collection @ 12pm OC: Processing/Confirm Special Offcycle	27 Approval Deadline @ 5pm • Position, Funding, Job Data BW PPE 5/23 Due to ES @ 10am • Check Stops • Direct Deposit Pulls MON Pay Day 5/29 OC Pay Day 05/29	28 Time Collection Close @ 5pm BW PPE 5/23	29 Processing BW PPE 05/23/15 MON PAY DAY – PPE 5/29 (Pay ID 05/31/15) Personnel Action Matters (PAM) Reports & Personal Data forms due in HR for BW PPE 6/6 OC PAY DAY – PPE 5/21 OC: Open Special Offcycle Time Collection @ 9:00 AM	30 31

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updated 01/15/14

JUNE 2015 – University of Colorado Payroll Calendar – UCCS

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY SUNDAY
1 Run Payroll Register Report BW PPE 5/23 (Pay Day 6/5)	2 OC: Close Special Offcycle (OC) Time Collection @ 12pm OC: Processing/Confirm Special Offcycle	3 Due to ES @ 10am • Check Stops • Direct Deposit Pulls BW Pay Day 6/5 OC Pay /Day 6/5	4	5 BW PAY DAY – PPE 5/23 (Pay ID 05/23/15) OC PAY DAY – PPE 5/28 OC: Open Special Offcycle Time Collection@ 9:00 AM	6 BW Pay Period 5/24 – 6/6 Pay Period End (PPE) 6/6 (Pay ID 06/06/15)
8 Auto Term Process for Med Plan@ 10:00 am) Due to ES @ 5pm • Form W-4, Direct-Deposit BW PPE 6/6 Personnel Action Forms due in HR for June Monthly Personnel Action Matters (PAM) Reports for Lecturers/Others Due	9 OC: Close Special Offcycle (OC) Time Collection @ 12pm OC: Processing/Confirm Special Offcycle TRR’S/time for Bi-Weekly 6/6 End Date must be entered & in Ready Status in HRMS then e-mailed to HR by 5:00 PM	10 Due to ES @ 10am • Check Stops • Direct Deposit Pulls OC Pay Day 6/12 Approval Deadline @ 5pm • Position, Funding, Job Data BW PPE 6/6	11 Time Collection Close @ 5pm BW PPE 6/6 Due to ES @ 5pm • Form W-4, Direct-Deposit MON PPE 6/30	12 Processing BW PPE 6/6/15 OC PAY DAY – PPE 6/4 OC: Open Special Offcycle Time Collection@ 9:00 AM Personnel Action Matters (PAM) Reports & Personal Data forms due in HR for BW PPE 6/20	13 14
15 Run Payroll Register Report BW PPE 6/6 (Pay Day 6/19) Leave for May 2015 must be entered & in Ready Status in HRMS & e-mailed to HR by 5pm Approval Deadline @ 5pm • Position, Funding, Job Data MON PPE 6/30	16 OC: Close Special Offcycle (OC) Time Collection @ 12pm OC: Processing/Confirm Special Offcycle	17 Time Collection Close @ 5pm MON PPE 6/30 Due to ES @ 10am • Check Stops • Direct Deposit Pulls BW Pay Day 6/19 OC Pay Day 06/19	18 Processing MON PPE 06/30/15 (Pay ID 06/30/15)	19 Processing MON PPE 06/30/15 (Pay ID 06/30/15) BW PAY DAY – PPE 6/6 (Pay ID 06/06/15) OC PAY DAY – PPE 6/11 OC: Open Special Offcycle Time Collection@ 9:00 AM Noon: HRMS available for review or inquiry only	20 BW Pay Period 6/7 – 6/20 Pay Period End (PPE) 6/20 (Pay ID 06/20/15)
22 Due to ES @ 5pm • Form W-4, Direct-Deposit BW PPE 6/20 Run Payroll Register Report MON PPE 6/30 (Pay Day 6/30)	23 TRR’S/time for Bi-Weekly 6/20 End Date must be entered & in Ready Status in HRMS & e-mailed to HR by 5:00 PM OC: Close Special Offcycle (OC) Time Collection @ 12pm OC: Processing/Confirm Special Offcycle	24 Due to ES @ 10am • Check Stops • Direct Deposit Pulls OC Pay Day 6/26	25 Approval Deadline @ 5pm • Position, Funding, Job Data BW PPE 6/20 Time Collection Close @ 5pm BW PPE 6/20	26 OC PAY DAY – PPE 6/18 Personnel Action Matters (PAM) Reports & Personal Data forms due in HR for BW PPE 7/4 Due to ES @ 10am • Check Stops & DD Pulls MON Pay Day 6/30	27 28
29 Process FY2015 Payroll @ 10 am Process BW PPE 06/20/15	30 Salary Upload Processing HRMS available for review or inquiry only Due to ES @ 10am • Check Stops • Direct Deposit Pulls BW Pay Day 07/02 Run Payroll Register Report BW PPE 6/20 (Pay Day 7/2)				

GRAY DAYS -- HRMS IS AVAILABLE FOR REVIEW ONLY beginning at noon-- HR TRANSACTIONS, PAYROLL EXPENSE TRANSFERS CANNOT BE COMPLETED
 *** HANDDRAWN CHECK TRANSACTIONS CAN NOT BE COMPLETED AFTER NOON DURING GRAY PAYROLL PROCESSING DAYS ***

updated 01/15/14

JULY 2015 – University of Colorado Payroll Calendar – UCCS

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY SUNDAY
29 Process FY2015 Payroll @ 10 am Process BW PPE 06/20/15	30 Salary Upload Processing HRMS available for review or inquiry only Due to ES @ 10am • Check Stops • Direct Deposit Pulls BW Pay Day 07/02 Run Payroll Register Report BW PPE 6/20 (Pay Day 7/2)	1 MON PAY DAY – PPE 6/30 Pay ID 063015	2 BW PAY DAY – PPE 6/20 (Pay ID 06/20/15) OC: Open Special Offcycle Time Collection @ 9:00 AM	3 <i>Independence Day Holiday</i> ALL CAMPUSES CLOSED	4 BW Pay Period 6/21 – 7/4 Pay Period End (PPE) 7/4 (Pay ID 07/04/15) 5
6 Due to ES @ 5pm • Form W-4, Direct-Deposit BW PPE 7/4	7 TRR’S/time for Bi-Weekly 7/4 End Date must be entered & in Ready Status in HRMS then e-mailed to HR by 5:00 PM OC: Close Special Offcycle (OC) Time Collection @ 12pm OC: Processing/Confirm Special Offcycle	8 Due to ES @ 10am • Check Stops & DD Pulls OC Pay Day 7/10 Approval Deadline @ 5pm • Position, Funding, Job Data BW PPE 7/4 Personnel Action Forms due in HR for July Monthly Personnel Action Matters (PAM) Reports for Lecturers/Others Due	9 Time Collection Close @ 5pm BW PPE 7/4	10 Processing BW PPE 07/04/15 <i>Personnel Action Matters (PAM) Reports & Personal Data forms due in HR for BW PPE 7/18</i> OC PAY DAY – PPE 7/2 OC: Open Special Offcycle Time Collection @ 9:00 AM	11 12
13 Auto Term Process for Med Plan @ 10:00 am) Run Payroll Register Report BW PPE 7/4 (Pay Day 7/17) Due to ES @ 5pm • Form W-4, Direct-Deposit MON PPE 7/31	14 OC: Close Special Offcycle (OC) Time Collection @ 12pm OC: Processing/Confirm Special Offcycle	15 Due to ES @ 10am • Check Stops • Direct Deposit Pulls BW Pay Day 7/17 OC Pay Day 7/17	16 Approval Deadline @ 5pm • Position, Funding, Job Data MON PPE 7/31 Leave for June 2015 must be entered & in Ready Status in HRMS & e-mailed to HR by 5pm	17 BW PAY DAY – PPE 7/4 (Pay ID 07/04/15) OC PAY DAY – PPE 7/9 OC: Open Special Offcycle Time Collection @ 9:00 AM	18 BW Pay Period 7/5 – 7/18 Pay Period End (PPE) 7/18 (Pay ID 07/18/15) 19
20 OC: Close Special Offcycle (OC) Time Collection @ 12pm OC: Processing/Confirm Time Collection Close @ 5pm MON PPE 7/31 (Pay ID 07/31/15) Due to ES @ 5pm • Form W-4, Direct-Deposit BW PPE 7/18 Approval Deadline @ 5pm • Position, Funding, Job Data BW PPE 7/18	21 Process MON PPE 07/31/15 (Pay ID 07/31/15) TRR’S/time for Bi-Weekly 7/18 End Date must be entered & in Ready Status in HRMS then e-mailed to HR by 5:00 PM	22 Due to ES @ 10am • Check Stops • Direct Deposit Pulls OC Pay Day 7/24 Processing MON PPE 07/31/15 (Pay ID 07/31/15) <i>Noon:</i> HRMS available for review or inquiry only	23 Run Payroll Register Report MON PPE 7/31 (Pay Day 7/31) Time Collection Close @ 5pm BW PPE 7/18	24 Processing BW PPE 07/18/15 <i>Personnel Action Matters (PAM) Reports & Personal Data forms due in HR for BW PPE 8/1</i> OC PAY DAY – PPE 7/16 OC: Open Special Offcycle Time Collection @ 9:00 AM	25 26
27 Run Payroll Register Report BW PPE 7/18 (Pay Day 7/31)	28 OC: Close Special Offcycle (OC) Time Collection @ 12p OC: Processing/Confirm Special Offcycle	29 Due to ES @ 10am • Check Stops & DD Pulls BW Pay Day 7/31 MON Pay Day 7/31 OC Pay Day 7/31	30	31 BW PAY DAY – PPE 718 (Pay ID 07/18/15) MON PAY DAY – PPE 7/31 (Pay ID 07/31/15) OC PAY DAY – PPE 7/23 OC: Open Time Collection 9 AM	

GRAY DAYS -- HRMS IS AVAILABLE FOR REVIEW ONLY beginning at noon-- HR TRANSACTIONS, PAYROLL EXPENSE TRANSFERS CANNOT BE COMPLETED
 *** HANDDRAWN CHECK TRANSACTIONS CAN NOT BE COMPLETED AFTER NOON DURING GRAY PAYROLL PROCESSING DAYS ***

updated 01/15/14