

## January 2017 – University of Colorado Payroll Calendar – Denver and Anschutz

| Mon   | Tue   | Wed   | Thu  | Fri  | Sat/Sun  |
|---|---|---|--|--|--|
| <b>2</b> <b>New Year Holiday</b><br><i>UCB, SYS, CU Denver closed</i><br><i>(bank holiday)</i>  | <b>3</b><br>CYE 2016: ES USE ONLY- NO PAY<br><br>OC010117 opens<br>after CYE 2016 processes<br><br>CU Denver @ 5 pm (BW)<br>Additional Pay Deadline<br>BW Data Entered for approval<br><br>SOM-New Hire & RA/PRA docs | <b>4</b><br>OC010117* uploads due 10am<br><br>OC010117 process begins noon<br><br>*First OC of 2017   | <b>5</b><br><br>BW uploads due 5pm   | <b>6</b><br>Processing BW PPE 12/30/16<br><br>OC010117 PAYDAY  | <b>7</b><br><br><b>8</b>   |
| <b>9</b><br><br>Run Payroll Register<br>BW PPE 12/30/16<br><br>CU Denver @ 5:00 pm<br>PMR due to HR Office for 1/15/17<br>effective date  | <b>10</b><br><br>OC010517 uploads due 5pm   | <b>11</b><br>OC010517 process begins 10am<br><br>PULL DEADLINE 10 AM:<br>❖ BW 12/30/16  | <b>12</b><br><br>CU Denver @ 5 pm (MON 1/31)<br>Additional Pay Deadline<br>MON Data Entered for approval | <b>13</b><br>OC010517 PAYDAY<br>BW 12/30/16 PAYDAY<br><br>CU Denver @ 5 pm (BW)<br>Additional Pay Deadline<br>BW Data Entered for approval<br><br>CU Denver @ 5 pm (MON 1/31)<br>Vacation Payout Forms due to HR | <b>14</b> BW PPE 01/14/17<br>Earn dates 01/01-01/14<br><br><b>15</b> |
| <b>16</b> <b>MLK Holiday</b><br><i>UCB, UCSS &amp; SYS closed</i><br><br><b>CU Denver closures:</b><br>Administrative Units- - OPEN<br>AMC Schools/Colleges- - CLOSED<br>DDC Schools/Colleges – OPEN<br><br><i>(bank holiday)</i> | <b>17</b><br>OC011217 uploads due 5pm<br><br>CU Denver @ 5:00 pm<br>At-will PMR due to HR for December<br>appointments<br><br>SOM-New Hire & RA/PRA docs  | <b>18</b><br>OC011217 process begins 10am<br><br>BW uploads due 5pm   | <b>19</b><br>Processing BW PPE 01/14/17<br><br>MON uploads due 5pm<br>Processing MON PPE 01/31/17        | <b>20</b><br>OC011217 PAYDAY<br>Processing MON PPE 01/31/17<br><br>Run Payroll Register<br>BW PPE 01/14/17   | <b>21</b><br><br><b>22</b>   |
| <b>23</b><br><br>Processing MON PPE 01/31/17<br><br>CU Denver @ 5:00 pm<br>PMR due to HR Office for 2/1/17<br>effective date  | <b>24</b><br>Run Payroll Register<br>MON PPE 01/31/17<br><br>OC011917 uploads due 5pm   | <b>25</b><br>OC011917 process begins 10am<br><br>PULL DEADLINE 10 AM:<br>❖ BW 01/14/17  | <b>26</b>  | <b>27</b><br>OC011917 PAYDAY<br>BW 01/14/17 PAYDAY<br><br>PULL DEADLINE 10 AM:<br>❖ MON 01/31/17   | <b>28</b> BW PPE 01/28/17<br>Earn dates 01/15-01/28<br><br><b>29</b> |
| <b>30</b><br><br>CU Denver @ 5 pm (BW)<br>Additional Pay Deadline<br>BW Data Entered for approval<br><br>SOM-New Hire & RA/PRA docs   | <b>31</b><br><br>MON 01/31/17 PAYDAY<br><br>OC012617 uploads due 5pm  | <b>Notes:</b> OC Time Collection – opens at 9:00 AM on Fridays and closes at 5:00 PM on Tuesdays, except on January 4th. Submit Additional Pay for OC to HR by 5:00 pm on Friday. |  |  |  |

# February 2017 – University of Colorado Payroll Calendar – Denver and Anschutz

March 2017 ▶

| Mon  | Tue   | Wed  | Thu  | Fri   | Sat/Sun  |
|--|---|--|--|---|--|
|  |   | 1<br>OC012617 process begins 10am  | 2<br>BW uploads due 5pm  | 3<br>Processing BW PPE 01/28/17<br><br>OC012617 PAYDAY  | 4<br><br>5   |
| 6<br>Run Payroll Register<br>BW PPE 01/28/17<br><br>CU Denver @ 5:00 pm<br>PMR due to HR Office for 2/15/17 effective date   | 7<br>OC020217 uploads due 5pm   | 8<br>OC020217 process begins 10am<br><br>PULL DEADLINE 10 AM:<br>BW 01/28/17   | 9  | 10<br>OC020217 PAYDAY<br>BW 01/28/17 PAYDAY<br><br>CU Denver @ 5 pm (BW)<br>Additional Pay Deadline<br>BW Data Entered for approval | 11 BW PPE 02/11/17<br>Earn dates 01/29-02/11<br><br>12 |
| 13<br><br>CU Denver @ 5 pm (MON 2/28)<br>Additional Pay Deadline<br>MON Data Entered for approval<br><br>SOM-New Hire & RA/PRA docs  | 14<br>OC020917 uploads due 5pm<br><br>CU Denver @ 5 pm (MON 2/28)<br>Vacation Payout Forms due to HR  | 15<br>OC020917 process begins 10am<br><br>BW uploads due 5pm<br><br>CU Denver @ 5:00 pm<br>At-will PMR due to HR for January appointments                  | 16<br>Processing BW PPE 02/11/17<br><br>MON uploads due 5pm<br>Processing MON PPE 02/28/17 | 17<br>Processing MON PPE 02/28/17<br><br>OC020917 PAYDAY<br>Run Payroll Register<br>BW PPE 02/11/17                                 | 18<br><br>19   |
| 20 <b>President's Day</b><br><br>CU Denver closures:<br>Administrative Units - OPEN<br>AMC Schools/Colleges - CLOSED<br>DDC Schools/Colleges - OPEN<br><br>(bank holiday)<br><br>Processing MON PPE 02/28/17 | 21<br>Run Payroll Register<br>MON PPE 02/28/17<br>OC021617 uploads due 5pm<br><br>CU Denver @ 5:00 pm<br>PMR due to HR Office for 3/1/17 effective date | 22<br>OC021617 process begins 10am<br><br>PULL DEADLINE 10 AM:<br>BW 02/11/17  | 23   | 24<br>PULL DEADLINE 10 AM:<br>MON 02/28/17<br><br>OC021617 PAYDAY<br>BW 02/11/17 PAYDAY   | 25 BW PPE 02/25/17<br>Earn dates 02/12-02/25<br><br>26 |
| 27<br><br>CU Denver @ 5 pm (BW)<br>Additional Pay Deadline<br>BW Data Entered for approval<br><br>SOM-New Hire & RA/PRA docs   | 28<br>MON 02/28/17 PAYDAY<br>OC022317 uploads due 5pm   | <b>Notes:</b> OC Time Collection – opens at 9:00 AM on Fridays and closes at 5:00 PM on Tuesdays. Submit Additional Pay for OC to HR by 5:00 pm on Friday. |  |   |  |

# March 2017 – University of Colorado Payroll Calendar – Denver and Anschutz

April 2017 ▶

| Mon   | Tue   | Wed   | Thu  | Fri  | Sat/Sun  |
|---|---|---|--|--|--|
|   |   | <b>1</b><br>OC022317 process begins 10am  | <b>2</b><br>BW uploads due 5pm   | <b>3</b><br>Processing BW PPE 02/25/17<br><br>OC022317 PAYDAY  | <b>4</b><br><br><b>5</b>   |
| <b>6</b><br>Run Payroll Register<br>BW PPE 02/25/17<br><br>CU Denver @ 5:00 pm<br>PMR due to HR Office for 3/15/17 effective date                                 | <b>7</b><br>OC030217 uploads due 5pm  | <b>8</b><br>PULL DEADLINE 10 AM:<br>BW 02/25/17<br>OC030217 process begins 10am   | <b>9</b>   | <b>10</b><br>OC030217 PAYDAY<br>BW 02/25/17 PAYDAY   | <b>11</b> BW PPE 03/11/17<br>Earn dates 02/26-03/11<br><br><b>12</b> |
| <b>13</b><br>CU Denver @ 5 pm (BW)<br>Additional Pay Deadline<br>BW Data Entered for approval<br><br>SOM-New Hire & RA/PRA docs                                   | <b>14</b><br>OC030917 uploads due 5pm   | <b>15</b><br>OC030917 process begins 10am<br><br>CU Denver @ 5:00 pm<br>At-will PMR due to HR for February appointments | <b>16</b><br>BW uploads due 5pm<br><br>CU Denver @ 5 pm (MON 3/31)<br>Additional Pay Deadline<br>MON Data Entered for approval | <b>17</b><br>Processing BW PPE 03/11/17<br>OC030917 PAYDAY<br><br>CU Denver @ 5 pm (MON 3/31)<br>Vacation Payout Forms due to HR | <b>18</b><br><br><b>19</b>   |
| <b>20</b><br>Run Payroll Register<br>BW PPE 03/11/17<br><br>OC031617 uploads due 5pm<br><br>CU Denver @ 5:00 pm<br>PMR due to HR Office for 4/1/17 effective date | <b>21</b><br>OC031617 process begins 10am<br><br>MON uploads due 5pm<br>Processing MON PPE 03/31/17 | <b>22</b><br>Processing MON PPE 03/31/17<br><br>PULL DEADLINE 10 AM:<br>BW 03/11/17                                     | <b>23</b><br>Processing MON PPE 03/31/17   | <b>24</b><br>Run Payroll Register<br>MON PPE 03/31/17<br>OC031617 PAYDAY<br>BW 03/11/17 PAYDAY                                   | <b>25</b> BW PPE 03/25/17<br>Earn dates 03/12-03/25<br><br><b>26</b> |
| <b>27</b><br>CU Denver @ 5 pm (BW)<br>Additional Pay Deadline<br>BW Data Entered for approval<br><br>SOM-New Hire & RA/PRA docs                                   | <b>28</b><br>OC032317 uploads due 5pm   | <b>29</b><br>PULL DEADLINE 10 AM:<br>MON 03/31/17<br>OC032317 process begins 10am                                       | <b>30</b><br>BW uploads due 5pm  | <b>31</b> UCB closed (Spr Break)<br><br>Processing BW PPE 03/25/17<br>OC032317 PAYDAY<br>MON 03/31/17 PAYDAY                     |  |

**Notes:** OC Time Collection – opens at 9:00 AM on Fridays and closes at 5:00 PM on Tuesdays, except on March 20th. Submit Additional Pay for OC to HR by 5:00 pm on Friday.

## April 2017– University of Colorado Payroll Calendar – Denver and Anschutz

| Mon  | Tue   | Wed  | Thu  | Fri  | Sat  |
|--|---|--|--|--|--|
|  |   |  |  |  | 1  |
|  |   |  |  |  | 2  |
| <b>3</b><br><div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">Run Payroll Register</div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">BW PPE 03/25/17</div> <p>CU Denver @ 5:00 pm<br/>PMR due to HR Office for 4/15/17 effective date</p>  | <b>4</b><br><div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">OC033017 uploads due 5pm</div>  | <b>5</b><br><div style="background-color: yellow; padding: 2px; margin-bottom: 5px;">PULL DEADLINE 10 AM:<br/>BW 03/25/17</div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">OC033017 process begins 10am</div>   | <b>6</b>   | <b>7</b><br><div style="text-align: center;">OC033017 PAYDAY<br/>BW 03/25/17 PAYDAY</div>  | <b>8</b> BW PPE 04/08/17<br>Earn dates 03/26-04/08<br><br><b>9</b>   |
| <b>10</b><br><br><p>CU Denver @ 5 pm (BW)<br/>Additional Pay Deadline<br/>BW Data Entered for approval</p>   | <b>11</b><br><div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">OC040617 uploads due 5pm</div>   | <b>12</b><br><div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">OC040617 process begins 10am</div>  | <b>13</b><br><div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">BW uploads due 5pm</div> <p>CU Denver @ 5 pm (MON 4/30)<br/>Additional Pay Deadline<br/>MON Data Entered for approval</p> | <b>14</b><br><div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">Processing BW PPE 04/08/17</div> <div style="text-align: center;">OC040617 PAYDAY</div> <p>CU Denver @ 5 pm (MON 4/30)<br/>Vacation Payout Forms due to HR</p>  | <b>15</b><br><br><b>16</b>   |
| <b>17</b><br><div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">Run Payroll Register</div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">BW PPE 04/08/17</div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">OC041317 uploads due 5pm</div> <p>CU Denver @ 5:00 pm<br/>At-will PMR due to HR for March appointments<br/><br/>SOM-New Hire &amp; RA/PRA docs</p> | <b>18</b><br><div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">OC041317 process begins 10am</div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">MON uploads due 5pm</div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">Processing MON PPE 04/30/17</div> | <b>19</b><br><div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">Processing MON PPE 04/30/17</div> <div style="background-color: yellow; padding: 2px; margin-bottom: 5px;">PULL DEADLINE 10 AM:<br/>BW 04/08/17</div>   | <b>20</b><br><div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">Processing MON PPE<br/>04/30/17</div>   | <b>21</b><br><div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">Run Payroll Register</div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">MON PPE 04/30/17</div> <div style="text-align: center;">OC041317 PAYDAY<br/>BW 04/08/17 PAYDAY</div> | <b>22</b> BW PPE 04/22/17<br>Earn dates 04/09-04/22<br><br><b>23</b> |
| <b>24</b><br><br><p>CU Denver @ 5 pm (BW)<br/>Additional Pay Deadline<br/>BW Data Entered for approval</p> <p>CU Denver @ 5:00 pm<br/>PMR due to HR Office for 5/1/17 effective date</p>   | <b>25</b><br><div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">OC042017 uploads due 5pm</div>   | <b>26</b><br><div style="background-color: yellow; padding: 2px; margin-bottom: 5px;">PULL DEADLINE 10 AM:<br/>MON 04/30/17</div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">OC042017 process begins 10am</div> | <b>27</b><br><div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">BW uploads due 5pm</div>  | <b>28</b><br><div style="text-align: center;">OC042017 PAYDAY<br/>MON 04/30/17 PAYDAY</div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">Processing BW PPE 04/22/17</div>   | <b>29</b><br><br><b>30</b>   |

**Notes:** OC Time Collection – opens at 9:00 AM on Fridays and closes at 5:00 PM on Tuesdays, except on April 17th. Submit Additional Pay for OC to HR by 5:00 pm on Friday.

## May 2017– University of Colorado Payroll Calendar – Denver and Anschutz

| Mon   | Tue   | Wed  | Thu  | Fri  | Sat  |
|---|---|--|--|--|--|
| <b>1</b><br><div style="border: 1px solid black; padding: 2px; display: inline-block;">Run Payroll Register<br/>BW PPE 04/22/17</div><br>SOM-New Hire & RA/PRA docs   | <b>2</b><br><div style="border: 1px solid black; padding: 2px; display: inline-block;">OC042717 uploads due 5pm</div>   | <b>3</b><br><div style="background-color: yellow; padding: 2px; display: inline-block;">PULL DEADLINE 10 AM:<br/>BW 04/22/17</div><br><div style="border: 1px solid black; padding: 2px; display: inline-block;">OC042717 process begins 10am</div>  | <b>4</b>   | <b>5</b><br>OC042717 PAYDAY<br>BW 04/22/17 PAYDAY  | <b>6</b> BW PPE 05/06/17<br>Earn dates 04/23-05/06<br><b>7</b>   |
| <b>8</b><br>CU Denver @ 5 pm (BW)<br>Additional Pay Deadline<br>BW Data Entered for approval<br><br>CU Denver @ 5:00 pm<br>PMR due to HR Office for<br>5/15/17 effective date   | <b>9</b><br><div style="border: 1px solid black; padding: 2px; display: inline-block;">OC050417 uploads due 5pm</div>   | <b>10</b><br><div style="border: 1px solid black; padding: 2px; display: inline-block;">OC050417 process begins 10am</div>   | <b>11</b><br><div style="border: 1px solid black; padding: 2px; display: inline-block;">BW uploads due 5pm</div>   | <b>12</b><br><div style="border: 1px solid black; padding: 2px; display: inline-block;">Processing BW PPE 05/06/17<br/>OC050417 PAYDAY</div>   | <b>13</b><br><b>14</b>   |
| <b>15</b><br><div style="border: 1px solid black; padding: 2px; display: inline-block;">Run Payroll Register<br/>BW PPE 05/06/17</div><br>CU Denver @ 5:00 pm<br>At-will PMR due to HR for April<br>appointments<br>SOM-New Hire & RA/PRA docs  | <b>16</b><br><div style="border: 1px solid black; padding: 2px; display: inline-block;">OC051117 uploads due 5pm</div><br>CU Denver @ 5 pm (MON 5/31)<br>Additional Pay Deadline<br>MON Data Entered for approval   | <b>17</b><br><div style="background-color: yellow; padding: 2px; display: inline-block;">PULL DEADLINE 10 AM:<br/>BW 05/06/17</div><br><div style="border: 1px solid black; padding: 2px; display: inline-block;">OC051117 process begins 10am</div><br>CU Denver @ 5 pm (MON 5/31)<br>Vacation Payout Forms due to HR | <b>18</b>  | <b>19</b><br><div style="border: 1px solid black; padding: 2px; display: inline-block;">MON uploads due 5pm</div><br><div style="border: 1px solid black; padding: 2px; display: inline-block;">Processing MON PPE 05/31/17<br/>OC051117 PAYDAY<br/>BW 05/06/17 PAYDAY</div> | <b>20</b> BW PPE 05/20/17<br>Earn dates 05/07-05/20<br><b>21</b> |
| <b>22</b><br><div style="border: 1px solid black; padding: 2px; display: inline-block;">Processing MON PPE<br/>05/31/17</div><br>CU Denver @ 5 pm (BW)<br>Additional Pay Deadline<br>BW Data Entered for approval<br><br>CU Denver @ 5:00 pm<br>PMR due to HR Office for 6/1/17<br>effective date | <b>23</b><br><div style="border: 1px solid black; padding: 2px; display: inline-block;">Processing MON PPE 05/31/17</div><br><div style="border: 1px solid black; padding: 2px; display: inline-block;">OC051817 uploads due 5pm</div>  | <b>24</b><br><div style="border: 1px solid black; padding: 2px; display: inline-block;">Run Payroll Register<br/>MON PPE 05/31/17</div><br><div style="border: 1px solid black; padding: 2px; display: inline-block;">OC051817 process begins 10am</div>   | <b>25</b><br><div style="border: 1px solid black; padding: 2px; display: inline-block;">BW uploads due 5pm</div>   | <b>26</b><br>OC051817 PAYDAY<br><br><div style="border: 1px solid black; padding: 2px; display: inline-block;">Processing BW PPE 05/20/17</div>  | <b>27</b><br><b>28</b>   |
| <b>29</b> <span style="background-color: #d4edda; padding: 2px;">Memorial Day</span><br><span style="background-color: #d4edda; padding: 2px;">All Campuses closed</span><br><span style="background-color: #d4edda; padding: 2px;">(bank holiday)</span>   | <b>30</b><br><div style="border: 1px solid black; padding: 2px; display: inline-block;">Run Payroll Register<br/>BW PPE 05/20/17</div><br><div style="border: 1px solid black; padding: 2px; display: inline-block;">OC052517 uploads due 5pm</div><br>SOM-New Hire & RA/PRA docs | <b>31</b><br>MON 05/31/17 PAYDAY<br><div style="background-color: yellow; padding: 2px; display: inline-block;">PULL DEADLINE 10 AM:<br/>BW 05/20/17</div><br><div style="border: 1px solid black; padding: 2px; display: inline-block;">OC052517 process begins 10am</div>  | <b>Notes:</b> OC Time Collection – opens at 9:00 AM on Fridays and closes at 5:00 PM on Tuesdays. Submit Additional Pay for OC to HR by 5:00 pm on Friday. |  |  |

## June 2017– University of Colorado Payroll Calendar – Denver and Anschutz

| Mon   | Tue  | Wed   | Thu   | Fri   | Sat   |
|---|--|---|---|---|---|
|   |  |   | <b>1</b>  | <b>2</b><br><br>OC052517 PAYDAY<br>BW 05/20/17 PAYDAY   | <b>3</b> BW PPE 06/03/17<br>Earn dates 05/21-06/03  |
|   |  |   |   |   | <b>4</b>  |
| <b>5</b><br><br>CU Denver @ 5 pm (BW)<br>Additional Pay Deadline<br>BW Data Entered for approval<br><br>CU Denver @ 5:00 pm<br>PMR due to HR Office for 6/15/17<br>effective date | <b>6</b><br><br>OC060117 uploads due 5pm   | <b>7</b><br><br>OC060117 process begins 10am  | <b>8</b><br><br>BW uploads due 5pm  | <b>9</b><br><br>Processing BW PPE 06/03/17<br>OC060117 PAYDAY   | <b>10</b>   |
|   |  |   |   |   | <b>11</b>   |
| <b>12</b><br><br>Run Payroll Register<br>BW PPE 06/03/17  | <b>13</b><br><br>OC060817 uploads due 5pm  | <b>14</b><br><br>OC060817 process begins 10am<br><br>PULL DEADLINE 10 AM:<br>BW 06/03/17                | <b>15</b><br><br>CU Denver @ 5:00 pm<br>At-will PMR due to HR for May<br>appointments | <b>16</b><br><br>OC060817 PAYDAY<br>BW 06/03/17 PAYDAY<br><br>CU Denver @ 5 pm (MON 6/30)<br>Additional Pay Deadline<br>MON Data Entered for approval | <b>17</b> BW PPE 06/17/17<br>Earn dates 06/04-06/17 |
|   |  |   |   |   | <b>18</b>   |
| <b>19</b><br><br>CU Denver @ 5 pm (BW)<br>Additional Pay Deadline<br>BW Data Entered for approval<br><br>CU Denver @ 5 pm (MON 6/30)<br>Vacation Payout Forms due to HR           | <b>20</b><br><br>OC061517 uploads due 5pm  | <b>21</b><br><br>OC061517 process begins 10am<br><br>MON uploads due 5pm<br>Processing MON PPE 06/30/17 | <b>22</b><br><br>Processing MON PPE<br>06/30/17                                       | <b>23</b><br><br>OC061517 PAYDAY<br>Processing MON PPE 06/30/17<br>BW uploads due 5pm   | <b>24</b>   |
|   |  |   |   |   | <b>25</b>   |
| <b>26</b><br><br>Processing BW PPE 06/17/17<br>Run Payroll Register<br>MON PPE 06/30/17   | <b>27</b><br><br>Run Payroll Register<br>BW PPE 06/17/17<br><br>OC062217 uploads due 5pm | <b>28</b><br><br>PULL DEADLINE 10 AM:<br>BW 06/17/17<br>OC062217 process begins 10am                    | <b>29</b><br><br>PULL DEADLINE 10 AM:<br>MON 06/30/17                                 | <b>30</b><br><br>Salary Upload Processing<br><br>HCM available for review or<br>inquiry only<br><br>OC062217 PAYDAY<br>BW 06/17/17 PAYDAY             |   |

**Notes:** OC Time Collection – opens at 9:00 AM on Fridays and closes at 5:00 PM on Tuesdays. Submit Additional Pay for OC to HR by 5:00 pm on Friday.

## July 2017 – University of Colorado Payroll Calendar – Denver and Anschutz

| Mon  | Tue  | Wed  | Thu   | Fri  | Sat  |
|--|--|--|---|--|--|
|  |  |  |   |  | 1 BW PPE 07/01/17<br>Earn dates 06/18-07/01  |
|  |  |  |   |  | 2  |
| 3<br>MON 06/30/17 PAYDAY<br>FYE062917 process begins 10 am<br>OC070217 opens after FYE<br><br>CU Denver @ 5 pm (BW)<br>Additional Pay Deadline<br>BW Data Entered for approval | 4 <b>Independence Day Holiday</b><br>(bank holiday)  | 5<br>OC070217 uploads due 5pm  | 6<br>OC070217 process begins 10am<br>BW uploads due 5pm | 7<br>OC070217 PAYDAY<br>Processing BW PPE 07/01/17   | 8  |
|  |  |  |   |  | 9  |
| 10<br>Run Payroll Register<br>BW PPE 07/01/17  | 11<br>OC070617 uploads due 5pm   | 12<br>OC070617 process begins 10am<br>PULL DEADLINE 10 AM:<br>BW 07/01/17                | 13  | 14<br>OC070617 PAYDAY<br>BW 07/01/17 PAYDAY<br><br>CU Denver @ 5:00 pm<br>At-will PMR due to HR for June appointments<br><br>CU Denver @ 5 pm (MON 7/31)<br>Additional Pay Deadline<br>MON Data Entered for approval | 15 BW PPE 07/15/17<br>Earn dates 07/02-07/15 |
|  |  |  |   |  | 16   |
| 17<br>CU Denver @ 5 pm (BW)<br>Additional Pay Deadline<br>BW Data Entered for approval<br><br>CU Denver @ 5 pm (MON 7/31)<br>Vacation Payout Forms due to HR                   | 18<br>OC071317 uploads due 5pm   | 19<br>OC071317 process begins 10am<br>MON uploads due 5pm<br>Processing MON PPE 07/31/17 | 20<br>Processing MON PPE 07/31/17                       | 21<br>OC071317 PAYDAY<br>Processing MON PPE 07/31/17<br>BW uploads due 5pm   | 22   |
|  |  |  |   |  | 23   |
| 24<br>Processing BW PPE 07/15/17<br>Run Payroll Register<br>MON PPE 07/31/17   | 25<br>Run Payroll Register<br>BW PPE 07/15/17<br>OC072017 uploads due 5pm  | 26<br>PULL DEADLINE 10 AM:<br>BW 07/15/17<br>OC072017 process begins 10am                | 27<br>PULL DEADLINE 10 AM:<br>MON 07/31/17              | 28<br>OC072017 PAYDAY<br>BW 07/15/17 PAYDAY  | 29 BW PPE 07/29/17<br>Earn dates 07/16-07/29 |
|  |  |  |   |  | 30   |
| 31<br>MON 07/31/17 PAYDAY  | <b>Notes:</b> OC Time Collection – opens at 9:00 AM on Fridays and closes at 5:00 PM on Tuesdays, except on July 5th. Submit Additional Pay for OC to HR by 5:00 pm on Friday. |  |   |  |  |