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| PAYROLL CALENDAR – UCCS April | 2024 |
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| Monday | Tuesday | Wednesday | Thursday | Friday | Sat/Sun |
| 1 | 2 **Time for Bi-Weekly 03/30/24 End Date must be approved & Posted in HCM by 5:00 PM**  OC032824 uploads due 5 pm | 3  Processing OC032824 | 4  BW uploads due 5 pm | 5  Processing BW033024  **OC032824 PAYDAY** | 6/7 |
| 8 **Letters/Entries/Additional pay due in HR/HCM for approval for April Monthly Pay**  Run Payroll Register  BW033024 | 9  OC040424 uploads due 5 pm | 10 ***W-4 and Direct Deposits should be entered no later than 5pm for April Monthly Payroll***  PULL DEADLINE 10 AM: BW PPE 033024  Processing OC040424 | 11 | 12  **BW033024 PAYDAY**  **(Pay Run ID BW033024)**  **OC040424 PAYDAY** | 13/14  **PPE 04/13/24**  **Pay Run ID BW041324**  **Earn dates 03/31-04/13/24** |
| 15 | 16 **Time for Bi-Weekly 04/13/24 End Date must be approved & Posted in HCM by 5:00 PM**  **NO OFF-CYCLE THIS WEEK**  \* | 17  **NO OFF-CYCLE THIS WEEK**  \* | 18  BW uploads due 5 pm  MON uploads due 5 pm  Pay Run ID MN043024  Processing MN PPE 04/30/24  **NO OFF-CYCLE THIS WEEK**  \* | 19 **Timesheets/Leave for March 2024 must be approved & posted in HCM by 5pm**  Processing MN043024  **NO OFF-CYCLE THIS WEEK**  \* | 20/21 |
| 22  Processing MN043024 | 23  Run Payroll Register  MON PPE 04/30/24  Processing BW041324  OC041824 uploads due 5 pm | 24  PULL DEADLINE 10 AM: BW PPE 041324  Run Payroll Register  BW041324  Processing OC041824 | 25 | 26  PULL DEADLINE 10 AM: MON PPE 043024  **BW041324 PAYDAY**  **(Pay Run ID BW041324)**  **OC041824 PAYDAY** | 27/28  **PPE 04/27/24**  **Pay Run ID BW042724**  **Earn dates 04/14-04/27/24** |
| 29 | 30 **Time for Bi-Weekly 04/27/24 End Date must be approved & Posted in HCM by 5:00 PM**  **MON PPE 04/30/24 PAYDAY**  Pay run ID MN043024  OC042524 uploads due 5 pm |  |  |  |  |

**\* No off-cycle payroll**