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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 | 3Processing OC032824 | 4BW uploads due 5 pm | 5Processing BW033024**OC032824 PAYDAY** | 6/7 |
| 8 **Letters/Entries/Additional pay due in HR/HCM for approval for April Monthly Pay**Run Payroll RegisterBW033024 | 9OC040424 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 033024Processing 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**\* | 18BW uploads due 5 pmMON uploads due 5 pmPay Run ID MN043024Processing 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 |
| 22Processing MN043024 | 23Run Payroll RegisterMON PPE 04/30/24Processing BW041324OC041824 uploads due 5 pm | 24PULL DEADLINE 10 AM:BW PPE 041324Run Payroll RegisterBW041324Processing OC041824 | 25 | 26PULL 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 MN043024OC042524 uploads due 5 pm |  |  |  |  |

**\* No off-cycle payroll**