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| PAYROLL CALENDAR – UCCS March | 2024 |
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| Monday | Tuesday | Wednesday | Thursday | Friday | Sat/Sun |
|  |  |  |  | 1  **BW021724 PAYDAY**  **(Pay Run ID BW021724)**  **OC022224 PAYDAY** | 2/3  **PPE 03/02/24**  **Pay Run ID BW030224**  **Earn dates 02/18-03/02/24** |
| 4 | 5 **Time for Bi-Weekly 03/02/24 End Date must be approved & Posted in HCM by 5:00 PM**  OC022924 uploads due 5 pm | 6 **Letters/Entries/Additional pay due in HR/HCM for approval for March Monthly Pay**  Processing OC022924 | 7  BW uploads due 5 pm | 8 ***W-4 and Direct Deposits should be entered no later than 5pm for March Monthly Payroll***  Processing BW030224  **OC022924 PAYDAY** | 9/10 |
| 11  Run Payroll Register  BW030224 | 12  OC030724 uploads due 5 pm | 13  PULL DEADLINE 10 AM: BW PPE 030224  Processing OC030724 | 14 | 15 **Timesheets/Leave for February 2024 must be approved & posted in HCM by 5pm**  **BW030224 PAYDAY**  **(Pay Run ID BW030224)**  **OC030724 PAYDAY** | 16/17  **PPE 03/16/24**  **Pay Run ID BW031624**  **Earn dates 03/03-03/16/24**  Four Leaf Clover outline |
| 18 | 19 **Time for Bi-Weekly 03/16/24 End Date must be approved & Posted in HCM by 5:00 PM**  MON uploads due 5 pm  Pay Run ID MN033124  Processing MN PPE 03/31/24  **NO OFF-CYCLE THIS WEEK**  \* | 20 Processing MN033124  **NO OFF-CYCLE THIS WEEK**  \* | 21  BW uploads due 5 pm  Processing MN033124  \* | 22  Run Payroll Register  MON PPE 03/31/24  Processing BW031624  **NO OFF-CYCLE THIS WEEK**  \* | 23/24 |
| 25  Run Payroll Register  BW031624 | 26  OC032124 uploads due 5 pm | 27  PULL DEADLINE 10 AM: MON PPE 033124  PULL DEADLINE 10 AM: BW PPE 031624  Processing OC032124 | 28 | 29  **MON PPE 03/31/24 PAYDAY**  Pay run ID MN033124  **BW031624 PAYDAY**  **(Pay Run ID BW031624)**  **OC032124 PAYDAY** | 30/31  **PPE 03/30/24**  **Pay Run ID BW033024**  **Earn dates 03/17-03/30/24**  Eggs in basket outline |

**\* No off-cycle payroll**