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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 | 7BW 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 |
| 11Run Payroll RegisterBW030224 | 12OC030724 uploads due 5 pm | 13PULL DEADLINE 10 AM:BW PPE 030224Processing 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 pmPay Run ID MN033124Processing MN PPE 03/31/24**NO OFF-CYCLE THIS WEEK**\* | 20 Processing MN033124**NO OFF-CYCLE THIS WEEK**\* | 21BW uploads due 5 pm Processing MN033124\* | 22Run Payroll RegisterMON PPE 03/31/24Processing BW031624**NO OFF-CYCLE THIS WEEK**\* | 23/24 |
| 25Run Payroll RegisterBW031624 | 26OC032124 uploads due 5 pm | 27PULL DEADLINE 10 AM:MON PPE 033124PULL DEADLINE 10 AM:BW PPE 031624Processing 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**