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|  PAYROLL CALENDAR – UCCS November | 2023 |
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| Monday | Tuesday | Wednesday | Thursday | Friday |  Sat/Sun |
| 30 | 31 **Time for Bi-Weekly 10/28/23 End Date must be approved & Posted in HCM by 5:00 PM****MN103123 PAYDAY**Pay Run ID MN103123OC102623 uploads due 5 pm | 1Processing OC102623 | 2BW uploads due 5pm | 3Processing BW102823**OC102623 PAYDAY** | 4/5 |
| 6 **Letters/Entries/Additional pay due in HR/HCM for approval for November Monthly Pay**Run Payroll RegisterBW102823 | 7PULL DEADLINE 10 AM:BW PPE 102823OC110223 uploads due 5 pm | 8Processing OC110223 | 9 **BW102823 PAYDAY****(Pay Run ID BW102823****OC110223 PAYDAY** | 10 ***W-4 and Direct Deposits should be entered no later than 5pm for November Monthly Payroll*** | 11/12**PPE 11/11/23****Pay Run ID BW111123****Earn dates 10/29-11/11/23** |
| 13 | 14 **Time for Bi-Weekly 11/11/23 End Date must be approved & Posted in HCM by 5:00 PM**OC110923 uploads due 5 pm | 15 **Timesheets/Leave for October 2023 must be approved & posted in HCM by 5pm**Processing OC110923 | 16BW uploads due 5pm | 17MON uploads due 5 pmPay Run ID MN113023Processing MN PPE 11/30/23Processing BW111123**OC110923 PAYDAY** | 18/19 |
| 20Processing MN113023Run Payroll RegisterBW111123 | 21Processing MN113022**NO OFF-CYCLE THIS WEEK**\* | 22 **UCCS Chancellor’s Admin Day Off**Run Payroll RegisterMON PPE 11/30/23PULL DEADLINE 10 AM:BW PPE 111123**NO OFF-CYCLE THIS WEEK**\* | 23 ***Thanksgiving Day*** *ALL CAMPUSES CLOSED*(Bank holiday)**NO OFF-CYCLE THIS WEEK**\*Harvest basket outline | 24 ***Day after Thanksgiving*** *UCB,* ***UCCS****, Anschutz, and SYS CLOSED* (Not a bank holiday)**BW111123 PAYDAY****(Pay Run ID BW111123****NO OFF-CYCLE THIS WEEK**\* | 25/26**PPE 11/25/23****Pay Run ID BW112523****Earn dates 11/12-11/25/23** |
| 27 | 28 **Time for Bi-Weekly 11/25/23 End Date must be approved & Posted in HCM by 5:00 PM**PULL DEADLINE 10 AM:MON PPE 113023OC112323 uploads due 5 pm | 29Processing OC112323 | 30**MN113023 PAYDAY**Pay Run ID MN113023BW uploads due 5pm |  |  |

**\* No off-cycle payroll**