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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 MN103123  OC102623 uploads due 5 pm | 1  Processing OC102623 | 2  BW uploads due 5pm | 3  Processing BW102823  **OC102623 PAYDAY** | 4/5 |
| 6 **Letters/Entries/Additional pay due in HR/HCM for approval for November Monthly Pay**  Run Payroll Register  BW102823 | 7  PULL DEADLINE 10 AM: BW PPE 102823  OC110223 uploads due 5 pm | 8  Processing 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 | 16  BW uploads due 5pm | 17  MON uploads due 5 pm  Pay Run ID MN113023  Processing MN PPE 11/30/23  Processing BW111123  **OC110923 PAYDAY** | 18/19 |
| 20  Processing MN113023  Run Payroll Register  BW111123 | 21  Processing MN113022  **NO OFF-CYCLE THIS WEEK**  \* | 22 **UCCS Chancellor’s Admin Day Off**  Run Payroll Register  MON PPE 11/30/23  PULL 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 113023  OC112323 uploads due 5 pm | 29  Processing OC112323 | 30  **MN113023 PAYDAY**  Pay Run ID MN113023  BW uploads due 5pm |  |  |

**\* No off-cycle payroll**