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| PAYROLL CALENDAR – UCCS October | 2023 |
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| Monday | Tuesday | Wednesday | Thursday | Friday | Sat/Sun |
|  |  |  |  |  | 9/30-10/01 **PPE 09/30/23**  **Pay Run ID BW093023**  **Earn dates 09/17-09/30/23** |
| 2 | 3 **Time for Bi-Weekly 09/30/23 End Date must be approved & Posted in HCM by 5:00 PM**  OC092823 uploads due 5 pm | 4  Processing OC092823 | 5  BW uploads due 5pm | 6  **ES closes at Noon for Data Center move**  **OC092823 PAYDAY** | 7/8 |
| 9  Processing BW093023  \*Note: date change | 10 ***W-4 and Direct Deposits should be entered no later than 5pm for October Monthly Payroll***  Run Payroll Register  BW093023  OC100523 uploads due 5 pm | 11 **Letters/Entries/Additional pay due in HR/HCM for approval for October Monthly Pay**  PULL DEADLINE 10 AM: BW PPE 093023  Processing OC100523 | 12 | 13  **BW093023 PAYDAY**  **(Pay Run ID BW093023**  **OC100523 PAYDAY** | 14/15  **PPE 10/14/23**  **Pay Run ID BW101423**  **Earn dates 10/01-10/14/23** |
| 16 **Timesheets/Leave for September 2023 must be approved & posted in HCM by 5pm** | 17 **Time for Bi-Weekly 10/14/23 End Date must be approved & Posted in HCM by 5:00 PM**  **NO OFF-CYCLE THIS WEEK**  \* | 18 MON uploads due 5 pm  Pay Run ID MN103123  Processing MN PPE 10/31/23  **NO OFF-CYCLE THIS WEEK**  \* | 19 Processing MN103123  BW uploads due 5pm  **NO OFF-CYCLE THIS WEEK**  \* | 20  Processing MN103123  **NO OFF-CYCLE THIS WEEK**  \* | 21/22 |
| 23  Run Payroll Register  MON PPE 10/31/23  Processing BW101423  \*Note: date change | 24  **Run Payroll Register**  **BW101423**  OC101923 uploads due 5 pm | 25  PULL DEADLINE 10 AM: BW PPE 101423  Processing OC101923 | 26 | 27  PULL DEADLINE 10 AM: MON PPE 103123  **BW101423 PAYDAY**  **(Pay Run ID BW101423**  **OC101923 PAYDAY** | 28/29  **PPE 10/28/23**  **Pay Run ID BW102823**  **Earn dates 10/15-10/28/23** |
| 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  Jack-O-Lantern outline |  |  |  |  |

**\* No off-cycle payroll**