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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 | 4Processing OC092823 | 5BW uploads due 5pm | 6 **ES closes at Noon for Data Center move****OC092823 PAYDAY** | 7/8 |
| 9Processing BW093023\*Note: date change | 10 ***W-4 and Direct Deposits should be entered no later than 5pm for October Monthly Payroll***Run Payroll RegisterBW093023OC100523 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 093023Processing 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 pmPay Run ID MN103123Processing MN PPE 10/31/23**NO OFF-CYCLE THIS WEEK**\* | 19 Processing MN103123BW uploads due 5pm**NO OFF-CYCLE THIS WEEK**\* | 20Processing MN103123**NO OFF-CYCLE THIS WEEK**\* | 21/22 |
| 23Run Payroll RegisterMON PPE 10/31/23Processing BW101423\*Note: date change | 24**Run Payroll Register****BW101423**OC101923 uploads due 5 pm | 25PULL DEADLINE 10 AM:BW PPE 101423Processing 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 MN103123OC102623 uploads due 5 pmJack-O-Lantern outline |  |  |  |  |

**\* No off-cycle payroll**