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| PAYROLL CALENDAR – UCCS September | 2023 |
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| Monday | Tuesday | Wednesday | Thursday | Friday | Sat/Sun |
|  |  |  |  | 1 **BW081923 PAYDAY****(Pay Run ID BW081923****OC082423 PAYDAY** | 2/3 **PPE 09/02/23****Pay Run ID BW090223****Earn dates 08/20-09/02/23** |
|  **Labor Day** 4ALL CAMPUSES CLOSED(Bank Holiday) | 5 **Time for Bi-Weekly 09/02/23 End Date must be approved & Posted in HCM by 5:00 PM**OC083123 uploads due 5 pm | 6Processing OC083123 | 7 **Letters/Entries/Additional pay due in HR/HCM for approval for September Monthly Pay**BW uploads due 5pm | 8 ***W-4 and Direct Deposits should be entered no later than 5pm for September Monthly Payroll***Processing BW090223**OC083123 PAYDAY** | 9/10 |
| 11Run Payroll RegisterBW090223 | 12OC090723 uploads due 5 pm | 13PULL DEADLINE 10 AM:BW PPE 090223Processing OC090723 | 14 | 15 **Timesheets/Leave for August 2023 must be approved & posted in HCM by 5pm****BW090223 PAYDAY****(Pay Run ID BW090223****OC090723 PAYDAY** | 16/17**PPE 09/16/23****Pay Run ID BW091623****Earn dates 09/03-09/16/23** |
| 18 | 19 **Time for Bi-Weekly 09/16/23 End Date must be approved & Posted in HCM by 5:00 PM**MON uploads due 5 pmPay Run ID MN093023Processing MN PPE 09/30/23**NO OFF-CYCLE THIS WEEK**\* | 20Processing MN093023**NO OFF-CYCLE THIS WEEK**\* | 21Processing MN093023BW uploads due 5pm**NO OFF-CYCLE THIS WEEK**\* | 22Run Payroll RegisterMON PPE 09/30/23Processing BW091623**NO OFF-CYCLE THIS WEEK**\* | 23/24 |
| 25Run Payroll RegisterBW091623 | 26OC092123 uploads due 5 pm | 27 PULL DEADLINE 10 AM:MON PPE 093023PULL DEADLINE 10 AM:BW PPE 091623Processing OC092123 | 28 | 29 **MN093023 PAYDAY**Pay Run ID MN093023**BW091623 PAYDAY****(Pay Run ID BW091623****OC092123 PAYDAY** | 30 **PPE 09/30/23****Pay Run ID BW093023****Earn dates 09/17-09/30/23** |

**\* No off-cycle payroll**