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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** 4  ALL 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 | 6  Processing 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 |
| 11  Run Payroll Register  BW090223 | 12  OC090723 uploads due 5 pm | 13  PULL DEADLINE 10 AM: BW PPE 090223  Processing 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 pm  Pay Run ID MN093023  Processing MN PPE 09/30/23  **NO OFF-CYCLE THIS WEEK**  \* | 20  Processing MN093023  **NO OFF-CYCLE THIS WEEK**  \* | 21  Processing MN093023  BW uploads due 5pm  **NO OFF-CYCLE THIS WEEK**  \* | 22  Run Payroll Register  MON PPE 09/30/23  Processing BW091623  **NO OFF-CYCLE THIS WEEK**  \* | 23/24 |
| 25  Run Payroll Register  BW091623 | 26  OC092123 uploads due 5 pm | 27  PULL DEADLINE 10 AM: MON PPE 093023  PULL DEADLINE 10 AM: BW PPE 091623  Processing 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**