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| PAYROLL CALENDAR – UCCS April | 2023 |
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| Monday | Tuesday | Wednesday | Thursday | Friday | Sat/Sun |
|  |  |  |  |  | 1/2 **PPE 04/01/23****Pay Run ID BW040123****Earn dates 03/19-04/01/23**Joker hat outline |
| 3 | 4 **Time for Bi-Weekly 04/01/23 End Date must be approved & Posted in HCM by 5:00 PM**OC033023 uploads due 5 pm | 5 **Letters/Entries/Additional pay due in HR/HCM for approval for April Monthly Pay**Processing OC033023 | 6BW uploads due 5pm | 7Processing BW040123**OC033023 PAYDAY** | 8/9 Bunny face outline |
| 10 ***W-4 and Direct Deposits should be entered no later than 5pm for April Monthly Payroll***Run Payroll RegisterBW040121 | 11OC040623 uploads due 5 pm | 12 PULL DEADLINE 10 AM:BW PPE 040123Processing OC040623 | 13 | 14 **Timesheets/Leave for March 2023 must be approved & posted in HCM by 5pm****BW040123 PAYDAY****(Pay Run ID BW040123)****OC040623 PAYDAY** | 15/16**PPE 04/15/23****Pay Run ID BW041523****Earn dates 04/02-04/15/23**Tax outline |
| 17 | 18 **Time for Bi-Weekly 04/15/23 End Date must be approved & Posted in HCM by 5:00 PM**MON uploads due 5 pmPay Run ID MN043023Processing MN PPE 04/30/23**NO OFF-CYCLE THIS WEEK**\* | 19Processing MN043023**NO OFF-CYCLE THIS WEEK**\* | 20Processing MN043023BW uploads due 5pm\* | 21Run Payroll RegisterMON PPE 04/30/23Processing BW041523**NO OFF-CYCLE THIS WEEK**\* | 22/23 |
| 24Run Payroll RegisterBW041521 | 25OC042023 uploads due 5 pm | 26PULL DEADLINE 10 AM:MON PPE 043023PULL DEADLINE 10 AM:BW PPE 041523Processing OC042023 | 27Earth globe: Americas with solid fill | 28**MON PPE 04/30/23 PAYDAY**Pay run ID MN043023**BW041523 PAYDAY****(Pay Run ID BW041523)****OC042023 PAYDAY** | 29/30**PPE 04/29/23****Pay Run ID BW042923****Earn dates 04/16-04/29/23** |

**\* No off-cycle payroll**