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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 | | 6  BW uploads due 5pm | 7  Processing 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 Register  BW040121 | 11  OC040623 uploads due 5 pm | 12  PULL DEADLINE 10 AM: BW PPE 040123  Processing 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 pm  Pay Run ID MN043023  Processing MN PPE 04/30/23  **NO OFF-CYCLE THIS WEEK**  \* | 19  Processing MN043023  **NO OFF-CYCLE THIS WEEK**  \* | | 20  Processing MN043023  BW uploads due 5pm  \* | 21  Run Payroll Register  MON PPE 04/30/23  Processing BW041523  **NO OFF-CYCLE THIS WEEK**  \* | 22/23 |
| 24  Run Payroll Register  BW041521 | 25  OC042023 uploads due 5 pm | 26  PULL DEADLINE 10 AM: MON PPE 043023  PULL DEADLINE 10 AM: BW PPE 041523  Processing OC042023 | | 27  Earth 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**