Walter Scott, Jr. College of Engineering Human Resources/Payroll Calendar
2021 Calendar Year

PLEASE NOTE: If a deadline falls on a weekend, items are due by 5:00 p.m. on the Friday immediately prior)
[Disclaimer: All dates subject to change]

JANUARY

January 1	UNIVERSITY HOLIDAY
January 1	Colorado Minimum Wage Increase to $12.32 per hour
January 1	Colorado Equal Pay for Equal Work Act (SB 19-085) job posting requirements take effect
January 1	Bi-weekly Pay Period End Date
January 15	Last day to enter January reappointments into Oracle HRIS
January 15	Bi-weekly Pay Period End Date
January 18	UNIVERSITY HOLIDAY
January 19	January Monthly Payroll Processing Run Date
January 19	Spring Semester Classes Begin
TBD	Graduation Termination Process begins for student employees approximately one month after graduation
January 25	DEAN'S OFFICE DEADLINE: Final submission date for off-cycle salary increase requests (target start date for new salary – March 1)
January 29	DEAN'S OFFICE DEADLINE: NTTF Promotion dossiers due to Dean's Office
January 29	Bi-weekly Pay Period End Date
January 31	Monthly Pay Period End Date
January 31	Employee W-2 Forms for 2020 should be available in Employee Self-Service

FEBRUARY

February 1	Provost Office Deadline for College to submit Off-Cycle Salary Increase requests for March 1 effective date
February 1	DEAN'S OFFICE DEADLINE: Recommendations for reappointment of 1st year faculty for Year 2 due to Dean's Office
February 12	PROVOST OFFICE DEADLINE: NTTF Promotion dossiers due to Provost/EVP
February 12	Bi-weekly Pay Period End Date
TBD	Spring Term Suspension process for student employees begins approximately one month after end of semester
February 15	PROVOST OFFICE DEADLINE: Recommendations for reappointment of 1st year faculty for Year 2 due to Provost/EVP.
February 16	February Monthly Payroll Processing Run Date
TBD	Academic Year Request Work Study Application process begins
February 28	Bi-weekly Pay Period End Date

MARCH

March 1	Equity and Special Salary Increase requests submission period begins
March 1	Frozen period for all Off-Cycle Increase requests begin
March 1	Provost sends request for annual performance evaluation input on deans and direct reports
March 1	Administrative Professionals begin Performance Self-evaluation portion of Annual Review
March 1	State Classified employees encouraged to prepare brief summary of main accomplishments and successes over last year
March 12	Bi-weekly Pay Period End Date
March 15	DEAN'S OFFICE DEADLINE: Annual performance evaluation feedback and self-evaluations due from department heads and direct reports to Dean's Office
March 15	PROVOST OFFICE DEADLINE: Annual performance evaluation feedback and self-evaluations due from deans and direct reports to Provost/EVP

March 17	DEAN'S OFFICE DEADLINE: Sabbatical reports for Fall semester sabbaticals taken due to Dean for review. DH submits to Provost.
March 18	DEAN'S OFFICE DEADLINE: Faculty Annual Performance Reviews and Post-tenure (Comprehensive) Reviews due to Dean's Office
March 18	March Monthly Payroll Processing Run Date
March 26	Bi-weekly Pay Period End Date
TBD	DEAN'S OFFICE DEADLINE: Salary Raise Exercise (SALX) begins
March 31	PROVOST OFFICE DEADLINE: Sabbatical reports for Fall semester sabbaticals taken due to Provost/EVP
March 31	Monthly Pay Period End Date

APRIL

TBD	Retirements that occur April through July need to be entered into Oracle
TBD	Terminations that occur in April and May for employees who do not want insurance coverage through July need to be entered into Oracle
TBD	Unpaid Leave of Absence requests for April or May should be directed to HR Payroll for resolution
TBD	9-month employees begin to submit Summer Session Plans for entry into Oracle
April 1	PROVOST OFFICE DEADLINE: Faculty Annual Performance Reviews and Post-tenure (Comprehensive) Reviews due to Provost/EVP
April 1	State Classified and Administrative Professional Annual Performance Evaluation and Planning Process meetings with supervisor must be conducted this month.
April 9	Bi-weekly Pay Period End Date
April 1 - 30	Provost/EVP meets with deans and direct reports r.e. annual evaluations
TBD	Deadline to submit position descriptions in TMS for special increase requests with change in job duties and/or major increase in responsibilities resulting in a promotion
April 12-16	Spring Break
April 16	DEAN'S OFFICE DEADLINE: Comprehensive mid-point reviews due to Dean's Office
April 16	DEAN'S OFFICE DEADLINE: Recommendations for reappointment of 2nd 3rd, 4th, and 5th year faculty due to Dean's Office
April 16	DEAN'S OFFICE DEADLINE: State Classified Annual Performance Reviews and Performance Planning due to HR Manager in Dean's Office
April 19	April Monthly Payroll Processing Run Date
April 19	Double Insurance Premium Deductions for benefits eligible 9-month employees
TBD	Benefits Open Enrollment for State Classified begins
April 23	Bi-weekly Pay Period End Date
TBD	DEAN'S OFFICE DEADLINE: SALX due to the Dean's Office (target start date for new salary – July 1)
April 30	State Classified Final Deadline to submit complete signed Performance Planning and Overall Evaluation forms with final evaluation and rating to HR and enter into Oracle
April 30	Monthly Pay Period End Date

MAY

May 1	PROVOST OFFICE DEADLINE: Comprehensive mid-point reviews due to Provost/EVP
May 1	PROVOST OFFICE DEADLINE: Recommendations for reappointment of 2nd 3rd, 4th, and 5th year faculty due to Provost/EVP
May 1	Supervisors complete comments on Administrative Professional Annual Performance Review forms, create goals for new year, and obtain signatures this month
May 7	Spring Semester Classes End
May 7	Bi-weekly Pay Period End Date

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May 14-16	Spring Commencement
May 15	PROVOST OFFICE DEADLINE: Conflict of Interest Memos and Management Plans due
May 15	DEAN'S OFFICE DEADLINE: Faculty Annual Promotion and Tenure Reviews due to Dean's Office
May 15	Oracle HRIS Summer Term Begin Date
May 17	Summer Term Classes Begin
TBD	Deadline to complete Salary Raise Exercise (SALX) entry into SALX module
May 18	May Monthly Payroll Processing Run Date
May 18	Double Insurance Premium Deductions for benefits eligible 9-month employees
May 21	Bi-weekly Pay Period End Date
May 24	DEAN'S OFFICE DEADLINE: Administrative Professional complete and signed Annual Performance Reviews due to Dean's Office
May 31	Monthly Pay Period End Date
May 31	UNIVERSITY HOLIDAY

JUNE

TBD	Distribute Salary Increase Notification Letters to employees, subject to Board of Governors final approval
June 4	Bi-weekly Pay Period End Date
TBD	HRCCA sends TMS approved position descriptions to Signature Authority to correspond with SALX special increases
June 18	Bi-weekly Pay Period End Date
June 21	June Monthly Payroll Processing Run Date
TBD	Spring Term Graduation process begins for student employees approximately one month after end of semester
June 30	Monthly Pay Period End Date

JULY

July 1	New Fiscal Year Begins
July 1	SALX Annual Salary Adjustments effective date
July 2	Bi-weekly Pay Period End Date
July 5	UNIVERSITY HOLIDAY
July 16	Bi-weekly Pay Period End Date
July 19	July Monthly Payroll Processing Run Date
July 30	Bi-weekly Pay Period End Date
July 31	Monthly Pay Period End Date

AUGUST

August 1	Final date to request or cancel 9 Month Paychecks Over 12 Months
August 6	Summer Term Classes End
August 13	Last day to enter Graduate Assistant reappointments for August into Oracle HRIS
August 13	Bi-weekly Pay Period End Date
August 15	Oracle HRIS Summer Term End Date
August 18	August Monthly Payroll Processing Run Date
August 23	Fall Semester Classes Begin
August 27	Bi-weekly Pay Period End Date
August 31	Monthly Pay Period End Date

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SEPTEMBER

September 6	UNIVERSITY HOLIDAY
September 10	Bi-weekly Pay Period End Date
TBD	Fall Term Suspension process begins for student employees
September 20	September Monthly Payroll Processing Run Date
September 24	Bi-weekly Pay Period End Date
TBD	Summer Term Graduation Termination process begins for student employees approximately one month after end of semester
September 30	Monthly Pay Period End Date

OCTOBER

October 1	Deadline for College to submit Off-Cycle Salary Increase requests to Provost for November 1 effective date
October 1	Supervisors begin State Classified Mid-year Performance Review process
October 1	Supervisors encouraged to complete Mid-year Performance Reviews for Administrative Professional employees
October 8	Bi-weekly Pay Period End Date
October 19	October Monthly Payroll Processing Run Date
October 22	Bi-weekly Pay Period End Date
October 25	State Classified Mid-year Performance Review deadline to send complete signed forms to HR Manager in Dean's office
October 31	Monthly Pay Period End Date
October 31	State Classified Mid-year Performance Review deadline to enter into Oracle

NOVEMBER

TBD	Benefits Open Enrollment period for Administrative Professionals, Faculty, and Postdocs
November 5	Bi-weekly Pay Period End Date
November 16	November Monthly Payroll Processing Run Date
November 19	Bi-weekly Pay Period End Date
November 25-26	UNIVERSITY HOLIDAY
November 30	Monthly Pay Period End Date

DECEMBER

December 3	Bi-weekly Pay Period End Date
December 14	December Monthly Payroll Processing Run Date
December 17-18	Fall Commencement
December 17	Bi-weekly Pay Period End Date
December 22-24	UNIVERSITY HOLIDAY
December 22-24	No Quick Pays processed
December 31	Monthly Pay Period End Date
December 31	UNIVERSITY HOLIDAY