### JANUARY

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 1</td>
<td>UNIVERSITY HOLIDAY</td>
</tr>
<tr>
<td>January 1</td>
<td>Colorado Minimum Wage Increase to $12.32 per hour</td>
</tr>
<tr>
<td>January 1</td>
<td>Colorado Equal Pay for Equal Work Act (SB 19-085) job posting</td>
</tr>
<tr>
<td>January 1</td>
<td>Bi-weekly Pay Period End Date</td>
</tr>
<tr>
<td>January 15</td>
<td>Last day to enter January reappointments into Oracle HRIS</td>
</tr>
<tr>
<td>January 15</td>
<td>Bi-weekly Pay Period End Date</td>
</tr>
<tr>
<td>January 18</td>
<td>UNIVERSITY HOLIDAY</td>
</tr>
<tr>
<td>January 19</td>
<td>January Monthly Payroll Processing Run Date</td>
</tr>
<tr>
<td>January 19</td>
<td>Spring Semester Classes Begin</td>
</tr>
<tr>
<td>TBD</td>
<td>Graduation Termination Process begins for student employees</td>
</tr>
<tr>
<td>January 25</td>
<td>DEAN'S OFFICE DEADLINE: Final submission date for off-cycle salary</td>
</tr>
<tr>
<td>March 1</td>
<td>DEAN'S OFFICE DEADLINE: Recommendations for reappointment of 1st</td>
</tr>
<tr>
<td>February</td>
<td>PROPVOST OFFICE DEADLINE: NTTF Promotion dossiers due to Provost/EVP</td>
</tr>
<tr>
<td>February</td>
<td>Bi-weekly Pay Period End Date</td>
</tr>
<tr>
<td>January 31</td>
<td>Monthly Pay Period End Date</td>
</tr>
<tr>
<td>January 31</td>
<td>Employee W-2 Forms for 2020 should be available in Employee Self-</td>
</tr>
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### FEBRUARY

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>February 1</td>
<td>Provost Office Deadline for College to submit Off-Cycle Salary Increase</td>
</tr>
<tr>
<td>February 1</td>
<td>DEAN'S OFFICE DEADLINE: Recommendations for reappointment of 1st</td>
</tr>
<tr>
<td>February</td>
<td>PROPVOST OFFICE DEADLINE: NTTF Promotion dossiers due to Provost/EVP</td>
</tr>
<tr>
<td>February</td>
<td>Bi-weekly Pay Period End Date</td>
</tr>
<tr>
<td>TBD</td>
<td>Spring Term Suspension process for student employees begins one month</td>
</tr>
<tr>
<td>February 15</td>
<td>PROPVOST OFFICE DEADLINE: Recommendations for reappointment of 1st</td>
</tr>
<tr>
<td>February</td>
<td>Monthly Payroll Processing Run Date</td>
</tr>
<tr>
<td>TBD</td>
<td>Academic Year Request Work Study Application process begins</td>
</tr>
<tr>
<td>February 28</td>
<td>Bi-weekly Pay Period End Date</td>
</tr>
</tbody>
</table>

### MARCH

<table>
<thead>
<tr>
<th>Date</th>
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</thead>
<tbody>
<tr>
<td>March 1</td>
<td>Equity and Special Salary Increase requests submission period begins</td>
</tr>
<tr>
<td>March 1</td>
<td>Frozen period for all Off-Cycle Increase requests begin</td>
</tr>
<tr>
<td>March 1</td>
<td>Provost sends request for annual performance evaluation input on deans</td>
</tr>
<tr>
<td>March 1</td>
<td>Administrative Professionals begin Performance Self-evaluation portion</td>
</tr>
<tr>
<td>March 1</td>
<td>State Classified employees encouraged to prepare brief summary of main</td>
</tr>
<tr>
<td>March 12</td>
<td>Bi-weekly Pay Period End Date</td>
</tr>
<tr>
<td>March 15</td>
<td>DEAN'S OFFICE DEADLINE: Annual performance evaluation feedback and self-</td>
</tr>
<tr>
<td>March 15</td>
<td>PROPVOST OFFICE DEADLINE: Annual performance evaluation feedback and self-</td>
</tr>
</tbody>
</table>
Walter Scott, Jr. College of Engineering Human Resources/Payroll Calendar
2021 Calendar Year

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

2
### May
- **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
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