

2015	SEPTEMBER					2015
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Aug 30	Aug 31	1	2	3	4	5
		<b>Last Day Timesheet Entry:</b> <u>Employee/Timekeeper</u>  Correct Exceptions Time Admin 10AM & 11PM  Create Paysheets  Preliminary Calc (No Time)  Mail Off-Cycle Checks	<b>Last Day Timesheet Entry:</b> <u>Supervisor</u>  <b>Last Day NeoGov Entry (Agencies)</b>  Correct Exceptions Time Admin 10AM & 11PM  Time Load Preliminary Calc  Mid-Pay Period HR Change Process (PY042)	<b>Last Day Timesheet Entry:</b> <u>Agency Central/Division TL Administrator</u>  <b>Last Day HR Entry (Agencies) 4:30PM</b>  Correct Exceptions Time Admin 10AM & 11PM  Issue Lost Checks  Time Load Preliminary Calc  Mid-Pay Period HR Change Process (PY042)	<b>DoHR/BA CUTOFF DAY</b>  <b>NO UPDATES TO JOB DATA (AGENCIES)</b>  Time Admin 10AM & 11PM - Last Global Time Admin  Time Load 2PM <b>Lockout 4:30PM</b> Preliminary Calc  Mid-Pay Period HR Change Process (PY042) 10:45PM	<b>Lockout in Effect</b>  No Time Admin
6	7	8	9	10	11	12
<b>Lockout in Effect</b>  No Time Admin	<u>HOLIDAY</u> Labor Day  <b>Lockout in Effect</b>  No Time Admin	<u>DoHR Processing Day</u>  <b>NO UPDATES TO JOB DATA (AGENCIES, DoHR, BA) - Lockout in Effect</b>  No Global Time Admin <b>Last Ad Hoc Time Admin (DoHR only) Noon</b>  <b>Agencies to approve all payable time by 1PM</b>  Final Time Load 2PM Preliminary Calc 4:30PM	<u>Final Calc &amp; Confirm Day</u>  <b>NO UPDATES TO JOB DATA (AGENCIES, DoHR, BA) - Lockout in Effect</b>  No Time Admin  Final Calc Confirm  Absence Mgmt Processing	<u>Begin Off-Cycle Processing</u>  <b>Cutoff for Off-Cycle Actions to DoHR (Agencies) 4:30PM</b>  No Time Admin  Absence Mgmt Processing & Balance Update	<u>Off-Cycle Processing</u>  Time Admin 10AM & 11PM  Mail On-Cycle Checks	Time Admin 10AM & 11PM
13	14	15	16	17	18	19
Time Admin 10AM & 11PM	<u>Off-Cycle Processing</u>  Cutoff for Off-Cycle Actions to PY (DoHR & BA) 10:30AM  Time Admin 10AM & 11PM	<u>PAYDAY</u>  Time Admin 10AM & 11PM  Confirm Off-Cycle				

**NOTE: Please note the short Off-Cycle processing period.**

2015	SEPTEMBER					2015
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
13	Jan 14	15	16	17	18	19
			<b>Last Day Timesheet Entry: Employee/Timekeeper</b>  Correct Exceptions Time Admin 10AM & 11PM  Create Paysheets  Preliminary Calc (No Time)  Mail Off-Cycle Checks	<b>Last Day Timesheet Entry: Supervisor</b>  <b>Last Day NeoGov Entry (Agencies)</b>  Correct Exceptions Time Admin 10AM & 11PM  Time Load Preliminary Calc  Mid-Pay Period HR Change Process (PY042)	<b>Last Day Timesheet Entry: Agency Central/Division TL Administrator</b>  <b>Last Day HR Entry (Agencies) 4:30PM</b>  Correct Exceptions Time Admin 10AM & 11PM  Time Load Preliminary Calc  Mid-Pay Period HR Change Process (PY042)	Time Admin 10AM & 11PM
20	21	22	23	24	25	26
Time Admin 10AM & 11PM	<b>DoHR/BA CUTOFF DAY</b>  <b>NO UPDATES TO JOB DATA (AGENCIES)</b>  Time Admin 10AM & 11PM - Last Global Time Admin  Issue Lost Checks  Time Load 2PM <b>Lockout 4:30PM</b> Preliminary Calc  Mid-Pay Period HR Change Process (PY042) 10:45PM	<b>DoHR Processing Day</b>  <b>NO UPDATES TO JOB DATA (AGENCIES, DoHR, BA) - Lockout in Effect</b>  No Global Time Admin <b>Last Ad Hoc Time Admin (DoHR only) Noon</b>  <b>Agencies to approve all payable time by 1PM</b>  Final Time Load 2PM Preliminary Calc 4:30PM	<b>Final Calc &amp; Confirm Day</b>  <b>NO UPDATES TO JOB DATA (AGENCIES, DoHR, BA) - Lockout in Effect</b>  No Time Admin  Final Calc Confirm  Absence Mgmt Processing	<b>Begin Off-Cycle Processing</b>  No Time Admin  Absence Mgmt Processing & Balance Update	<b>Off-Cycle Processing</b>  Cutoff for Off-Cycle Actions to DoHR (Agencies) 4:30PM  Time Admin 10AM & 11PM	Time Admin 10AM & 11PM
27	28	29	30	Oct 01	Oct 02	Oct 03
Time Admin 10AM & 11PM	<b>Off-Cycle Processing</b>  Time Admin 10AM & 11PM  Mail On-Cycle Checks	<b>Off-Cycle Processing</b>  Cutoff for Off-Cycle Actions to PY (DoHR & BA) 10:30AM  Time Admin 10AM & 11PM	<b>PAYDAY</b>  Time Admin 10AM & 11PM  Confirm Off-Cycle			