

2016	SEPTEMBER					2016
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Aug 28	Aug 29	Aug 30	Aug 31	1	2	3
				Last Day Timesheet Entry: Employee/Timekeeper Correct Exceptions Time Admin 10AM & 11PM Create Paysheets Preliminary Calc (No Time) Mail Off-Cycle Checks	Last Day Timesheet Entry: Supervisor Correct Exceptions Time Admin 10AM & 11PM Time Load Preliminary Calc Mid-Pay Period HR Change Process (PY042)	Time Admin 10AM & 11PM
4	5	6	7	8	9	10
Time Admin 10AM & 11PM	HOLIDAY Labor Day Time Admin 10AM & 11PM	Last Day Timesheet Entry: Agency Central/Division TL Administrator Last Day HR Entry (Agencies) 4:30PM Correct Exceptions Time Admin 10AM & 11PM Time Load Preliminary Calc Mid-Pay Period HR Change Process (PY042)	DoHR/BA CUTOFF DAY NO UPDATES TO JOB DATA (AGENCIES) ePAF entry and approval continues Time Admin 10AM & 11PM - Last Global Time Admin Issue Lost Checks Time Load 2PM Lockout 4:30PM Preliminary Calc Mid-Pay Period HR Change Process (PY042) 10:45PM	DoHR Processing Day NO UPDATES TO JOB DATA (AGENCIES, DoHR, BA) - Lockout in Effect ePAF entry and approval continues No Global Time Admin Last Ad Hoc Time Admin (DoHR only) Noon Agencies to approve all payable time by 1PM Final Time Load 2PM Preliminary Calc	Final Calc & Confirm Day NO UPDATES TO JOB DATA (AGENCIES, DoHR, BA) - Lockout in Effect ePAF entry and approval continues No Time Admin Final Calc Confirm Absence Mgmt Processing	No Time Admin Absence Mgmt Processing & Balance Update
11	12	13	14	15	16	17
Time Admin 10AM & 11PM	Begin Off-Cycle Processing Cutoff for Off-Cycle Actions to DoHR (Agencies) 4:30PM Time Admin 10AM & 11PM	Off-Cycle Processing Time Admin 10AM & 11PM Mail On-Cycle Checks	Off-Cycle Processing Cutoff for Off-Cycle Actions to PY (DoHR & BA) 10:30AM Time Admin 10AM & 11PM	PAYDAY Time Admin 10AM & 11PM Confirm Off-Cycle		
NOTE: Please note the short Off-Cycle processing period.						

2016	SEPTEMBER					2016
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
11	12	13	14	15	16	17
					Correct Exceptions Time Admin 10AM & 11PM Create Paysheets Preliminary Calc (No Time) Mail Off-Cycle Checks	Time Admin 10AM & 11PM
18	19	20	21	22	23	24
<u>Last Day Timesheet Entry:</u> <u>Employee/Time keeper</u> Time Admin 10AM & 11PM	<u>Last Day Timesheet Entry: Supervisor</u> Correct Exceptions Time Admin 10AM & 11PM Time Load Preliminary Calc Mid-Pay Period HR Change Process (PY042)	<u>Last Day Timesheet Entry: Agency Central/Division TL Administrator</u> <u>Last Day HR Entry (Agencies) 4:30PM</u> Correct Exceptions Time Admin 10AM & 11PM Time Load Preliminary Calc Mid-Pay Period HR Change Process (PY042)	<u>DoHR/BA CUTOFF DAY</u> NO UPDATES TO JOB DATA (AGENCIES) ePAF entry and approval continues Time Admin 10AM & 11PM - Last Global Time Admin Issue Lost Checks Time Load 2PM Lockout 4:30PM Preliminary Calc Mid-Pay Period HR Change Process (PY042) 10:45PM	<u>DoHR Processing Day</u> NO UPDATES TO JOB DATA (AGENCIES, DoHR, BA) - Lockout in Effect ePAF entry and approval continues No Global Time Admin Last Ad Hoc Time Admin (DoHR only) Noon Agencies to approve all payable time by 1PM Final Time Load 2PM Preliminary Calc	<u>Final Calc & Confirm Day</u> NO UPDATES TO JOB DATA (AGENCIES, DoHR, BA) - Lockout in Effect ePAF entry and approval continues No Time Admin Final Calc Confirm Absence Mgmt Processing	No Time Admin Absence Mgmt Processing & Balance Update
25	26	27	28	29	30	Oct 01
Time Admin 10AM & 11PM	<u>Begin Off-Cycle Processing</u> Time Admin 10AM & 11PM	<u>Off-Cycle Processing</u> Cutoff for Off-Cycle Actions to DoHR (Agencies) 4:30PM Time Admin 10AM & 11PM	<u>Off-Cycle Processing</u> Time Admin 10AM & 11PM Mail On-Cycle Checks	<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	