

2015	DECEMBER					2015
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<p>Nov 29</p>	<p>Nov 30</p>	<p>1</p> <p><u>Last Day Timesheet Entry: Employee/Timekeeper</u></p> <p>Correct Exceptions Time Admin 10AM & 11PM</p> <p>Create Paysheets</p> <p>Preliminary Calc (No Time)</p> <p>Mail Off-Cycle Checks</p>	<p>2</p> <p><u>Last Day Timesheet Entry: Supervisor</u></p> <p>Correct Exceptions Time Admin 10AM & 11PM</p> <p>Time Load Preliminary Calc</p> <p>Mid-Pay Period HR Change Process (PY042)</p>	<p>3</p> <p><u>Last Day Timesheet Entry: Agency Central/Division TL Administrator</u></p> <p><u>Last Day HR Entry (Agencies) 4:30PM</u></p> <p>Correct Exceptions Time Admin 10AM & 11PM</p> <p>Issue Lost Checks</p> <p>Time Load Preliminary Calc</p> <p>Mid-Pay Period HR Change Process (PY042)</p>	<p>4</p> <p><u>DoHR/BA CUTOFF DAY</u></p> <p>NO UPDATES TO JOB DATA (AGENCIES)</p> <p>ePAF entry and approval continues</p> <p>Time Admin 10AM & 11PM - Last Global Time Admin</p> <p>Time Load 2PM Lockout 4:30PM Preliminary Calc</p> <p>Mid-Pay Period HR Change Process (PY042) 10:45PM</p>	<p>5</p> <p>Lockout in Effect</p> <p>No Time Admin</p>
<p>6</p> <p>Lockout in Effect</p> <p>No Time Admin</p>	<p>7</p> <p><u>DoHR Processing Day</u></p> <p>NO UPDATES TO JOB DATA (AGENCIES, DoHR, BA) - Lockout in Effect</p> <p>ePAF entry and approval continues</p> <p>No Global Time Admin Last Ad Hoc Time Admin (DoHR only) Noon Agencies to approve all payable time by 1PM</p> <p>Final Time Load 2PM Preliminary Calc 4:30PM</p>	<p>8</p> <p><u>Final Calc & Confirm Day</u></p> <p>NO UPDATES TO JOB DATA (AGENCIES, DoHR, BA) - Lockout in Effect</p> <p>ePAF entry and approval continues</p> <p>No Time Admin</p> <p>Final Calc Confirm</p> <p>Absence Mgmt Processing</p>	<p>9</p> <p><u>Begin Off-Cycle Processing</u></p> <p>No Time Admin</p> <p>Absence Mgmt Processing & Balance Update</p>	<p>10</p> <p><u>Off-Cycle Processing</u></p> <p>Cutoff for Off-Cycle Actions to DoHR (Agencies) 4:30PM</p> <p>Time Admin 10AM & 11PM</p>	<p>11</p> <p><u>Off-Cycle Processing</u></p> <p>Time Admin 10AM & 11PM</p> <p>Mail On-Cycle Checks</p>	<p>12</p> <p>Time Admin 10AM & 11PM</p>
<p>13</p> <p>Time Admin 10AM & 11PM</p>	<p>14</p> <p><u>Off-Cycle Processing</u></p> <p>Cutoff for Off-Cycle Actions to PY (DoHR & BA) 10:30AM</p> <p>Time Admin 10AM & 11PM</p>	<p>15</p> <p><u>PAYDAY</u></p> <p>Time Admin 10AM & 11PM</p> <p>Confirm Off-Cycle</p>	<p>16</p>	<p>17</p>	<p>18</p>	<p>19</p>