| 2015 | OCTOBER | | | | | 2015 |
|---|---|---|---|---|---|---|
| **Sunday** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday** |
| Sep 27 | Sep 28 | Sep 29 | Sep 30 | **1**<br><br>**Last Day Timesheet Entry: Employee/Timekeeper**<br><br>Correct Exceptions<br>Time Admin 10AM & 11PM<br><br>Create Paysheets<br><br>Preliminary Calc (No Time)<br><br>Mail Off-Cycle Checks | **2**<br>Correct Exceptions<br>Time Admin 10AM & 11PM<br><br>Time Load<br>Preliminary Calc<br><br>Mid-Pay Period HR Change Process (PY042) | **3**<br>Time Admin<br>10AM & 11PM |
| **4**<br><br>**Last Day Timesheet Entry: Supervisor**<br><br>Time Admin<br>10AM & 11PM | **5**<br>**Last Day Timesheet Entry: Agency Central/Division TL Administrator**<br><br>**Last Day HR Entry (Agencies) 4:30PM**<br><br>Correct Exceptions<br>Time Admin 10AM & 11PM<br><br>Time Load<br>Preliminary Calc<br><br>Mid-Pay Period HR Change Process (PY042) | **6**<br>**DoHR/BA CUTOFF DAY**<br><br>**NO UPDATES TO JOB DATA (AGENCIES)**<br><br>**ePAF entry and approval continues**<br><br>Time Admin 10AM & 11PM - Last Global Time Admin<br><br>Issue Lost Checks<br><br>Time Load 2PM<br>**Lockout 4:30PM**<br>Preliminary Calc<br><br>Mid-Pay Period HR Change Process (PY042) 10:45PM | **7**<br>**DoHR Processing Day**<br><br>**NO UPDATES TO JOB DATA (AGENCIES, DoHR, BA) - Lockout in Effect**<br><br>**ePAF entry and approval continues**<br><br>No Global Time Admin<br>**Last Ad Hoc Time Admin (DoHR only) Noon**<br><br>**Agencies to approve all payable time by 1PM**<br><br>Final Time Load 2PM<br>Preliminary Calc 4:30PM | **8**<br>**Final Calc & Confirm Day**<br><br>**NO UPDATES TO JOB DATA (AGENCIES, DoHR, BA) - Lockout in Effect**<br><br>**ePAF entry and approval continues**<br><br>No Time Admin<br><br>Final Calc<br>Confirm<br><br>Absence Mgmt Processing | **9**<br>**Begin Off-Cycle Processing**<br><br>No Time Admin<br><br>Absence Mgmt Processing & Balance Update | **10**<br>Time Admin<br>10AM & 11PM |
| **11**<br>Time Admin<br>10AM & 11PM | **12**<br>**Off-Cycle Processing**<br><br>Cutoff for Off-Cycle Actions to DoHR (Agencies) 4:30PM<br><br>Time Admin 10AM & 11PM | **13**<br>**Off-Cycle Processing**<br><br>Time Admin 10AM & 11PM<br><br>Mail On-Cycle Checks | **14**<br>**Off-Cycle Processing**<br><br>Cutoff for Off-Cycle Actions to PY (DoHR & BA) 10:30AM<br><br>Time Admin 10AM & 11PM | **15**<br>**PAYDAY**<br><br>Time Admin 10AM & 11PM<br><br>Confirm Off-Cycle | **16** | **17** |
| **NOTE:** | **Calendar dependent on Governor's decision regarding Columbus Day.** | | | | | |

| 2015 | OCTOBER | | | | | 2015 |
|---|---|---|---|---|---|---|
| **Sunday** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday** |
| 11 | 12 | 13 | 14 | 15 | 16<br>Correct Exceptions<br>Time Admin 10AM & 11PM<br><br>Create Paysheets<br><br>Preliminary Calc (No Time)<br><br>Mail Off-Cycle Checks | 17<br>Time Admin<br>10AM & 11PM |
| 18<br>**Last Day Timesheet Entry: Employee/Time keeper**<br><br>Time Admin 10AM & 11PM | 19<br>**Last Day Timesheet Entry: Supervisor**<br><br>Correct Exceptions<br>Time Admin 10AM & 11PM<br><br>Time Load<br>Preliminary Calc<br><br>Mid-Pay Period HR Change Process (PY042) | 20<br>**Last Day Timesheet Entry: Agency Central/Division TL Administrator**<br><br>**Last Day HR Entry (Agencies) 4:30PM**<br><br>Correct Exceptions<br>Time Admin 10AM & 11PM<br><br>Time Load<br>Preliminary Calc<br><br>Mid-Pay Period HR Change Process (PY042) | 21<br>**DoHR/BA CUTOFF DAY**<br><br>**NO UPDATES TO JOB DATA (AGENCIES)**<br><br>**ePAF entry and approval continues**<br><br>Time Admin 10AM & 11PM - Last Global Time Admin<br><br>Time Load 2PM<br>**Lockout 4:30PM**<br>Preliminary Calc<br><br>Issue Lost Checks<br><br>Mid-Pay Period HR Change Process (PY042) 10:45PM | 22<br>**DoHR Processing Day**<br><br>**NO UPDATES TO JOB DATA (AGENCIES, DoHR, BA) - Lockout in Effect**<br><br>**ePAF entry and approval continues**<br><br>No Global Time Admin<br>**Last Ad Hoc Time Admin (DoHR only) <u>Noon</u>**<br><br>**Agencies to approve all payable time by 1PM**<br><br>Final Time Load 2PM<br>Preliminary Calc 4:30PM | 23<br>**Final Calc & Confirm Day**<br><br>**NO UPDATES TO JOB DATA (AGENCIES, DoHR, BA) - Lockout in Effect**<br><br>**ePAF entry and approval continues**<br><br>No Time Admin<br><br>Final Calc<br>Confirm<br><br>Absence Mgmt Processing | 24<br>No Time Admin<br><br>Absence Mgmt Processing & Balance Update |
| 25<br>Time Admin 10AM & 11PM | 26<br>**Begin Off-Cycle Processing**<br><br>Time Admin 10AM & 11PM | 27<br>**Off-Cycle Processing**<br><br>Cutoff for Off-Cycle Actions to DoHR (Agencies) 4:30PM<br><br>Time Admin 10AM & 11PM | 28<br>**Off-Cycle Processing**<br><br>Time Admin 10AM & 11PM<br><br>Mail On-Cycle Checks | 29<br>**Off-Cycle Processing**<br><br>Cutoff for Off-Cycle Actions to PY (DoHR & BA) 10:30AM<br><br>Time Admin 10AM & 11PM | 30<br>**PAYDAY**<br><br>Time Admin 10AM & 11PM<br><br>Confirm Off-Cycle | 31<br>Time Admin 10AM & 11PM |