2016	APRIL					2016
Sunday	**Monday**	**Tuesday**	**Wednesday**	**Thursday**	**Friday**	**Saturday**
Mar 27	Mar 28	Mar 29	Mar 30	Mar 31	**1** Correct Exceptions Time Admin 10AM & 11PM Create Paysheets Preliminary Calc (No Time) Mail Off-Cycle Checks	**2** Time Admin 10AM & 11PM
3 **Last Day Timesheet Entry: Employee/Time keeper** Time Admin 10AM & 11PM	**4** **Last Day Timesheet Entry: Supervisor** Correct Exceptions Time Admin 10AM & 11PM Time Load Preliminary Calc Mid-Pay Period HR Change Process (PY042)	**5** **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)	**6** **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	**7** **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	**8** **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	**9** No Time Admin Absence Mgmt Processing & Balance Update
10 Time Admin 10AM & 11PM	**11** **Begin Off-Cycle Processing** Time Admin 10AM & 11PM	**12** **Off-Cycle Processing** Cutoff for Off-Cycle Actions to DoHR (Agencies) 4:30PM Time Admin 10AM & 11PM	**13** **Off-Cycle Processing** Time Admin 10AM & 11PM Mail On-Cycle Checks	**14** **Off-Cycle Processing** Cutoff for Off-Cycle Actions to PY (DoHR & BA) 10:30AM Time Admin 10AM & 11PM	**15** **PAYDAY** Time Admin 10AM & 11PM Confirm Off-Cycle	**16**

2016	APRIL					2016
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
10	**11**	**12**	**13**	**14**	**15**	**16** Time Admin 10AM & 11PM
17 Time Admin 10AM & 11PM	**18** **Last Day Timesheet Entry: Employee/Timekeeper** **Last Day Timesheet Entry: Supervisor** Correct Exceptions Time Admin 10AM & 11PM Create Paysheets **Time Load Preliminary Calc** **Mid-Pay Period HR Change Process (PY042)** Mail Off-Cycle Checks	**19** **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)	**20** **DoHR/BA CUTOFF DAY** **NO UPDATES TO JOB DATA (AGENCIES)** **ePAF entry and approval continues** Time Admin 10AM & 11PM - Last Global Time Admin Time Load 2PM **Lockout 4:30PM** Preliminary Calc Mid-Pay Period HR Change Process (PY042) 10:45PM	**21** **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** Issue Lost Checks **Agencies to approve all payable time by 1PM** Final Time Load 2PM Preliminary Calc	**22** **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	**23** No Time Admin Absence Mgmt Processing & Balance Update
24 Time Admin 10AM & 11PM	**25** **Begin Off-Cycle Processing** **Cutoff for Off-Cycle Actions to DoHR (Agencies) 4:30PM** Time Admin 10AM & 11PM	**26** **Off-Cycle Processing** Time Admin 10AM & 11PM	**27** **Off-Cycle Processing** Cutoff for Off-Cycle Actions to PY (DoHR & BA) 10:30AM Mail On-Cycle Checks Time Admin 10AM **Confirm Off-Cycle**	**28** **System Outage - Edison Upgrade** No Time Admin	**29** **PAYDAY** **System Outage - Edison Upgrade** No Time Admin	**30** **System Outage - Edison Upgrade** No Time Admin

NOTES: The Edison Upgrade begins at 5PM on Wednesday, 4/27 and ends at 6AM on Monday, 5/2. During this time Edison will be unavailable to all users and Time Admin will not run.
Please note the short On-Cycle and Off-Cycle processing period.