2016	AUGUST					2016
Sunday	**Monday**	**Tuesday**	**Wednesday**	**Thursday**	**Friday**	**Saturday**
Jul 31	**1** **Last Day Timesheet Entry: Employee/Timekeeper** Correct Exceptions Time Admin 10AM & 11PM Create Paysheets Preliminary Calc (No Time) Mail Off-Cycle Checks	**2** **Last Day Timesheet Entry: Supervisor** Correct Exceptions Time Admin 10AM & 11PM Time Load Preliminary Calc Mid-Pay Period HR Change Process (PY042)	**3** **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)	**4** **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	**5** **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	**6** **Lockout in Effect** No Time Admin
7 **Lockout in Effect** No Time Admin	**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** **Begin Off-Cycle Processing** No Time Admin Absence Mgmt Processing & Balance Update	**10** **Off-Cycle Processing** Cutoff for Off-Cycle Actions to DoHR (Agencies) 4:30PM Time Admin 10AM & 11PM	**11** **Off-Cycle Processing** Time Admin 10AM & 11PM Mail On-Cycle Checks	**12** **Off-Cycle Processing** Cutoff for Off-Cycle Actions to PY (DoHR & BA) 10:30AM Time Admin 10AM & 11PM	**13** Time Admin 10AM & 11PM
14 Time Admin 10AM & 11PM	**15** **PAYDAY** Time Admin 10AM & 11PM Confirm Off-Cycle	**16**	**17**	**18**	**19**	**20**

2016	AUGUST					2016
Sunday	**Monday**	**Tuesday**	**Wednesday**	**Thursday**	**Friday**	**Saturday**
14	**15**	**16** Correct Exceptions Time Admin 10AM & 11PM Mail Off-Cycle Checks	**17** **Last Day Timesheet Entry:** **Employee/Timekeeper** Correct Exceptions Time Admin 10AM & 11PM Create Paysheets Preliminary Calc (No Time)	**18** **Last Day Timesheet Entry:** **Supervisor** Correct Exceptions Time Admin 10AM & 11PM Time Load Preliminary Calc Issue Lost Checks Mid-Pay Period HR Change Process (PY042)	**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** Time Admin 10AM & 11PM
21 Time Admin 10AM & 11PM	**22** **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	**23** **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	**24** **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	**25** **Begin Off-Cycle** **Processing** No Time Admin Absence Mgmt Processing & Balance Update	**26** **Off-Cycle Processing** Cutoff for Off-Cycle Actions to DoHR (Agencies) 4:30PM Time Admin 10AM & 11PM	**27** Time Admin 10AM & 11PM
28 Time Admin 10AM & 11PM	**29** **Off-Cycle Processing** Time Admin 10AM & 11PM Mail On-Cycle Checks	**30** **Off-Cycle Processing** Cutoff for Off-Cycle Actions to PY (DoHR & BA) 10:30AM Time Admin 10AM & 11PM	**31** **PAYDAY** Time Admin 10AM & 11PM Confirm Off-Cycle	**Sep 01**	**Sep 02**	**Sep 03**