2016 — FEBRUARY — 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Jan 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 4:30PM	**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** **Cutoff for Off-Cycle Actions to DoHR (Agencies) 4:30PM** No Time Admin Absence Mgmt Processing & Balance Update	**10** **Off-Cycle Processing** Time Admin 10AM & 11PM Mail On-Cycle Checks	**11** **Off-Cycle Processing** Cutoff for Off-Cycle Actions to PY (DoHR & BA) 10:30AM Time Admin 10AM & 11PM	**12** **PAYDAY** Time Admin 10AM & 11PM Confirm Off-Cycle	**13** Time Admin 10AM & 11PM
14 Time Admin 10AM & 11PM	**15** **HOLIDAY** **President's Day** Time Admin 10AM & 11PM	**16**	**17**	**18**	**19**	**20**

Please note the short Off-Cycle processing

2016	FEBRUARY					2016
Sunday	**Monday**	**Tuesday**	**Wednesday**	**Thursday**	**Friday**	**Saturday**
14	15	16 **Last Day Timesheet Entry:** **Employee/Timekeeper** Correct Exceptions Time Admin 10AM & 11PM Create Paysheets Preliminary Calc (No Time) Mail Off-Cycle Checks	17 **Last Day Timesheet Entry:** **Supervisor** Correct Exceptions Time Admin 10AM & 11PM Time Load Preliminary Calc Mid-Pay Period HR Change Process (PY042)	18 **Last Day Timesheet Entry:** **Agency Central/Division** **TL Administrator** **Last Day HR Entry** **(Agencies) 4:30PM** Correct Exceptions Time Admin 10AM & 11PM Issue Lost Checks Time Load Preliminary Calc Mid-Pay Period HR Change Process (PY042)	19 **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	20 **Lockout in** **Effect** No Time Admin
21 **Lockout in** **Effect** No Time Admin	22 **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 4:30PM	23 **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	24 **Begin Off-Cycle** **Processing** **Cutoff for Off-Cycle** **Actions to DoHR** **(Agencies) 4:30PM** No Time Admin Absence Mgmt Processing & Balance Update	25 **Off-Cycle Processing** Time Admin 10AM & 11PM Mail On-Cycle Checks	26 **Off-Cycle Processing** Cutoff for Off-Cycle Actions to PY (DoHR & BA) 10:30AM Time Admin 10AM & 11PM	27 Time Admin 10AM & 11PM
28 Time Admin 10AM & 11PM	29 **PAYDAY** Time Admin 10AM & 11PM Confirm Off-Cycle	Mar 01	Mar 02	Mar 03	Mar 04	Mar 05

NOTE: Please note the short Off-Cycle processing periods.