2016 | JANUARY | 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Dec 27	**Dec 28**	**Dec 29**	**Dec 30**	**Dec 31**	**1** **HOLIDAY** **New Year's Day (Observed)** Time Admin 10AM & 11PM	**2** Time Admin 10AM & 11PM
3 Time Admin 10AM & 11PM	**4** **Last Day Timesheet Entry: Employee/Timekeeper** Correct Exceptions Time Admin 10AM & 11PM Create Paysheets Preliminary Calc (No Time) Mail Off-Cycle Checks	**5** **Last Day Timesheet Entry: Supervisor** Correct Exceptions Time Admin 10AM & 11PM Time Load Preliminary Calc Mid-Pay Period HR Change Process (PY042)	**6** **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)	**7** **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	**8** **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	**9** **Lockout in Effect** No Time Admin
10 **Lockout in Effect** No Time Admin	**11** **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	**12** **Begin Off-Cycle Processing** **Cutoff for Off-Cycle Actions to DoHR (Agencies) 4:30PM** No Time Admin Absence Mgmt Processing & Balance Update	**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**

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

2016	JANUARY					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** **HOLIDAY** **Martin Luther King, Jr. Day** Time Admin 10AM & 11PM	**19** **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	**20** **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)	**21** **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	**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** **Lockout in Effect** No Time Admin
24 **Lockout in Effect** No Time Admin	**25** **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	**26** **Begin Off-Cycle Processing** **Cutoff for Off-Cycle Actions to DoHR (Agencies) 4:30PM** No Time Admin Absence Mgmt Processing & Balance Update	**27** **Off-Cycle Processing** Time Admin 10AM & 11PM Mail On-Cycle Checks	**28** **Off-Cycle Processing** Cutoff for Off-Cycle Actions to PY (DoHR & BA) 10:30AM Time Admin 10AM & 11PM	**29** **PAYDAY** Time Admin 10AM & 11PM Confirm Off-Cycle	**30** Time Admin 10AM & 11PM
31 Time Admin 10AM & 11PM	**Feb 01**	**Feb 02**	**Feb 03**	**Feb 04**	**Feb 05**	**Feb 06**

NOTES: **Please note the short On-Cycle and Off-Cycle processing period.**