

2016	MARCH					2016
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Feb 28 No Time Admin	Feb 29 No Time Admin	1 <u>Last Day Timesheet Entry: Employee/Timekeeper</u> Correct Exceptions Time Admin 10AM & 11PM Create Paysheets Preliminary Calc (No Time) Mail Off-Cycle Checks	2 <u>Last Day Timesheet Entry: Supervisor</u> Correct Exceptions Time Admin 10AM & 11PM Time Load Preliminary Calc Mid-Pay Period HR Change Process (PY042)	3 <u>Last Day Timesheet Entry: Agency Central/Division TL Administrator</u> <u>Last Day HR Entry (Agencies) 4:30PM</u> Correct Exceptions Time Admin 10AM & 11PM Issue Lost Checks Time Load Preliminary Calc Mid-Pay Period HR Change Process (PY042)	4 <u>DoHR/BA CUTOFF DAY</u> <b>NO UPDATES TO JOB DATA (AGENCIES)</b> <b>ePAF entry and approval continues</b> Time Admin 10AM & 11PM - Last Global Time Admin Time Load 2PM <b>Lockout 4:30PM</b> Preliminary Calc Mid-Pay Period HR Change Process (PY042) 10:45PM	5 <b>Lockout in Effect</b> No Time Admin
6 <b>Lockout in Effect</b> No Time Admin	7 <u>DoHR Processing Day</u> <b>NO UPDATES TO JOB DATA (AGENCIES, DoHR, BA) - Lockout in Effect</b> <b>ePAF entry and approval continues</b> No Global Time Admin <b>Last Ad Hoc Time Admin (DoHR only) Noon</b> <b>Agencies to approve all payable time by 1PM</b> Final Time Load 2PM Preliminary Calc 4:30PM	8 <u>Final Calc &amp; Confirm Day</u> <b>NO UPDATES TO JOB DATA (AGENCIES, DoHR, BA) - Lockout in Effect</b> <b>ePAF entry and approval continues</b> No Time Admin Final Calc Confirm Absence Mgmt Processing	9 <u>Begin Off-Cycle Processing</u> No Time Admin Absence Mgmt Processing & Balance Update	10 <u>Off-Cycle Processing</u> Cutoff for Off-Cycle Actions to DoHR (Agencies) 4:30PM Time Admin 10AM & 11PM	11 <u>Off-Cycle Processing</u> Time Admin 10AM & 11PM Mail On-Cycle Checks	12 Time Admin 10AM & 11PM
13 Time Admin 10AM & 11PM	14 <u>Off-Cycle Processing</u> Cutoff for Off-Cycle Actions to PY (DoHR & BA) 10:30AM Time Admin 10AM & 11PM	15 <u>PAYDAY</u> Time Admin 10AM & 11PM Confirm Off-Cycle	16	17	18	19

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Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
13 Time Admin 10AM & 11PM	14	15	16 <u>Last Day Timesheet Entry:</u> <u>Employee/Timekeeper</u>  Correct Exceptions Time Admin 10AM & 11PM  Create Paysheets  Preliminary Calc (No Time)  Mail Off-Cycle Checks	17 <u>Last Day Timesheet Entry:</u> <u>Supervisor</u>  Correct Exceptions Time Admin 10AM & 11PM  Time Load Preliminary Calc  Mid-Pay Period HR Change Process (PY042)	18 <u>Last Day Timesheet Entry:</u> <u>Agency Central/Division</u> <u>TL Administrator</u>  <u>Last Day HR Entry</u> <u>(Agencies) 4:30PM</u>  Correct Exceptions Time Admin 10AM & 11PM  Time Load Preliminary Calc  Mid-Pay Period HR Change Process (PY042)	19 Time Admin 10AM & 11PM	
20 Time Admin 10AM & 11PM	21 <u>DoHR/BA CUTOFF DAY</u>  <b>NO UPDATES TO JOB DATA (AGENCIES)</b>  <b>ePAF entry and approval continues</b>  Time Admin 10AM & 11PM - Last Global Time Admin  Issue Lost Checks  Time Load 2PM <b>Lockout 4:30PM</b> Preliminary Calc  Mid-Pay Period HR Change Process (PY042) 10:45PM	22 <u>DoHR Processing Day</u>  <b>NO UPDATES TO JOB DATA (AGENCIES, DoHR, BA) - Lockout in Effect</b>  <b>ePAF entry and approval continues</b>  No Global Time Admin <b>Last Ad Hoc Time Admin (DoHR only) Noon</b>  <b>Agencies to approve all payable time by 1PM</b>  Final Time Load 2PM Preliminary Calc 4:30PM	23 <u>Final Calc &amp; Confirm Day</u>  <b>NO UPDATES TO JOB DATA (AGENCIES, DoHR, BA) - Lockout in Effect</b>  <b>ePAF entry and approval continues</b>  No Time Admin  Final Calc Confirm  Absence Mgmt Processing	24 <u>Begin Off-Cycle Processing</u>  No Time Admin  Absence Mgmt Processing & Balance Update	25 <b>HOLIDAY</b> <b>Good Friday</b>  Time Admin 10AM & 11PM	26 Time Admin 10AM & 11PM	
27 Time Admin 10AM & 11PM	28 <u>Off-Cycle Processing</u>  Cutoff for Off-Cycle Actions to DoHR (Agencies) 4:30PM  Time Admin 10AM & 11PM	29 <u>Off-Cycle Processing</u>  Time Admin 10AM & 11PM  Mail On-Cycle Checks	30 <u>Off-Cycle Processing</u>  Cutoff for Off-Cycle Actions to PY (DoHR & BA) 10:30AM  Time Admin 10AM & 11PM	31 <u>PAYDAY</u>  Time Admin 10AM & 11PM  Confirm Off-Cycle	Apr 01	Apr 02	