

2014	APRIL					2014
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Mar 30 3 Last Day Timesheet Entry: <u>Employee/Timekeeper</u> Correct Exceptions Time Admin 10AM & 11PM Create Paysheets Preliminary Calc (No Time) Mail Off-Cycle Checks	Mar 31 4 Last Day Timesheet Entry: <u>Supervisor</u> Correct Exceptions Time Admin 10AM & 11PM Create Paysheets Preliminary Calc Mid-Pay Period HR Change Process (PY042)	1 Last Day Timesheet Entry: <u>Agency Central/Division TL Administrator</u> Correct Exceptions Time Admin 10AM & 11PM Issue Lost Checks Time Load Preliminary Calc Mid-Pay Period HR Change Process (PY042)	2 Last Day Timesheet Entry: <u>Agency Central/Division TL Administrator</u> Correct Exceptions Time Admin 10AM & 11PM Issue Lost Checks Time Load Preliminary Calc Mid-Pay Period HR Change Process (PY042)	3 Last Day Timesheet Entry: <u>Agency Central/Division TL Administrator</u> Correct Exceptions Time Admin 10AM & 11PM Issue Lost Checks Time Load Preliminary Calc Mid-Pay Period HR Change Process (PY042)	4 DoHR/BA CUTOFF DAY NO UPDATES TO JOB DATA (AGENCIES) 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	5 Lockout in Effect No Time Admin
6 Lockout in Effect No Time Admin	7 <u>DoHR Processing Day</u> NO UPDATES TO JOB DATA (AGENCIES, DoHR, BA) - Lockout in Effect 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	8 <u>Final Calc & Confirm Day</u> NO UPDATES TO JOB DATA (AGENCIES, DoHR, BA) - Lockout in Effect 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

2014	APRIL					2014
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
13	14	15	16	17	18	19
			<p><u>Last Day Timesheet Entry: Employee/Timekeeper</u></p> <p><u>Last Day Timesheet Entry: Supervisor</u></p> <p>Correct Exceptions Time Admin 10AM & 11PM</p> <p>Create Paysheets Time Load Preliminary Calc</p> <p>Mid-Pay Period HR Change Process (PY042)</p> <p>Mail Off-Cycle Checks</p> <p>System Outage at 5:00 pm - Edison FSCM Upgrade</p>	<p><u>Last Day NeoGov Entry (Agencies)</u></p> <p>System Outage - Edison FSCM Upgrade</p> <p>No Time Admin</p>	<p>HOLIDAY Good Friday</p> <p>System Outage - Edison FSCM Upgrade</p> <p>No Time Admin</p>	<p>System Outage Edison FSCM Upgrade</p> <p>No Time Admin</p>
20	21	22	23	24	25	26
<p>System Outage - Edison FSCM Upgrade</p> <p>No Time Admin</p>	<p><u>Last Day Timesheet Entry: Agency Central/Division TL Administrator</u></p> <p><u>Last Day HR Entry (Agencies) 4:30PM</u></p> <p>Correct Exceptions Time Admin 10AM & 11PM</p> <p>Time Load Preliminary Calc</p> <p>Mid-Pay Period HR Change Process (PY042)</p>	<p>DoHR/BA CUTOFF DAY</p> <p>NO UPDATES TO JOB DATA (AGENCIES)</p> <p>Time Admin 10AM & 11PM</p> <p>Issue Lost Checks</p> <p>Time Load 2PM Lockout 4:30PM Preliminary Calc</p> <p>Mid-Pay Period HR Change Process (PY042) 10:45PM</p>	<p><u>DoHR Processing Day</u></p> <p>NO UPDATES TO JOB DATA (AGENCIES, DoHR, BA) - Lockout in Effect</p> <p>No Global Time Admin Last Ad Hoc Time Admin (DoHR only) Noon</p> <p>Agencies to approve all payable time by 1PM</p> <p>Final Time Load 2PM Preliminary Calc 4:30PM</p>	<p><u>Final Calc & Confirm Day</u></p> <p>NO UPDATES TO JOB DATA (AGENCIES, DoHR, BA) - Lockout in Effect</p> <p>No Time Admin</p> <p>Final Calc Confirm</p> <p>Absence Mgmt Processing</p>	<p><u>Begin Off-Cycle Processing</u></p> <p>Cutoff for Off-Cycle Actions to DoHR (Agencies) 4:30PM</p> <p>No Time Admin</p> <p>Absence Mgmt Processing & Balance Update</p>	<p>Time Admin 10AM & 11PM</p>
27	28	29	30	May 01	May 02	May 03
<p>Time Admin 10AM & 11PM</p>	<p><u>Off-Cycle Processing</u></p> <p>Time Admin 10AM & 11PM</p> <p>Mail On-Cycle Checks</p>	<p><u>Off-Cycle Processing</u></p> <p>Cutoff for Off-Cycle Actions to PY (DoHR & BA) 10:30AM</p> <p>Time Admin 10AM & 11PM</p>	<p><u>PAYDAY</u></p> <p>Time Admin 10AM & 11PM</p> <p>Confirm Off-Cycle</p>			

NOTES: System 9.1 FSCM Upgrade begins at 5PM on Wednesday, 4/16 and ends at 6AM on Monday, 4/21. During this time Edison will be unavailable to all users and Time Admin will not run. Please note the short Off-Cycle processing period.