

2015	NOVEMBER					2015
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Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 Time Admin 10AM & 11PM	<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><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>ePAF entry and approval continues</p> <p>Time Admin 10AM & 11PM - Last Global Time Admin</p> <p>Time Load 2PM Lockout 4:30PM Preliminary Calc</p> <p>Mid-Pay Period HR Change Process (PY042) 10:45PM</p>	<p>DoHR Processing Day</p> <p>NO UPDATES TO JOB DATA (AGENCIES, DoHR, BA) - Lockout in Effect</p> <p>ePAF entry and approval continues</p> <p>No Global Time Admin Last Ad Hoc Time Admin (DoHR only) Noon</p> <p>Issue Lost Checks</p> <p>Agencies to approve all payable time by 1PM</p> <p>Final Time Load 2PM Preliminary Calc 4:30PM</p>	<p>Final Calc & Confirm Day</p> <p>NO UPDATES TO JOB DATA (AGENCIES, DoHR, BA) - Lockout in Effect</p> <p>ePAF entry and approval continues</p> <p>No Time Admin</p> <p>Final Calc Confirm</p> <p>Absence Mgmt Processing</p>	7 No Time Admin Absence Mgmt Processing & Balance Update
8 Time Admin 10AM & 11PM	<p><u>Begin Off-Cycle Processing</u></p> <p>Cutoff for Off-Cycle Actions to DoHR (Agencies) 4:30PM</p> <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 style="text-align:center; color:purple;">HOLIDAY Veterans Day</p> <p>Time Admin 10AM & 11PM</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>PAYDAY</p> <p>Time Admin 10AM & 11PM</p> <p>Confirm Off-Cycle</p>	14 Time Admin 10AM & 11PM
15 Time Admin 10AM & 11PM	16	17	18	19	20	21

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

2015	NOVEMBER					2015
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
15	16 <u>Last Day Timesheet Entry: Employee/Timekeeper</u> <u>Last Day Timesheet Entry: Supervisor</u> Correct Exceptions Time Admin 10AM & 11PM Create Paysheets Time Load Preliminary Calc Mid-Pay Period HR Change Process (PY042) Mail Off-Cycle Checks	17 <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 Time Load Preliminary Calc Mid-Pay Period HR Change Process (PY042)	18 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	19 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 Issue Lost Checks Agencies to approve all payable time by 1PM Final Time Load 2PM Preliminary Calc 4:30PM	20 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	21 No Time Admin Absence Mgmt Processing & Balance Update
22 Time Admin 10AM & 11PM	23 Begin Off-Cycle Processing Cutoff for Off-Cycle Actions to DoHR (Agencies) 4:30PM Time Admin 10AM & 11PM	24 Off-Cycle Processing Time Admin 10AM & 11PM Mail On-Cycle Checks	25 Off-Cycle Processing Cutoff for Off-Cycle Actions to PY (DoHR & BA) 10:30AM Time Admin 10AM & 11PM Confirm Off-Cycle	26 HOLIDAY Thanksgiving Time Admin 10AM & 11PM	27 HOLIDAY Thanksgiving (Columbus Day Observed) Time Admin 10AM & 11PM	28 Time Admin 10AM & 11PM
29 Time Admin 10AM & 11PM	30 PAYDAY Time Admin 10AM & 11PM	Dec 01	Dec 02	Dec 03	Dec 04	Dec 05
NOTE: Please note the short On-Cycle and Off-Cycle processing periods. Calendar dependent on Governor's decision regarding Columbus Day.						