

| 2015   | FEBRUARY  |  |   |  |   | 2015   |
|--|---|--|---|--|---|--|
| Sunday   | Monday  | Tuesday  | Wednesday   | Thursday   | Friday  | Saturday   |
| <p><b>1</b></p> <p>Time Admin<br/>10AM &amp; 11PM</p>                | <p><b>2</b></p> <p><b>Last Day Timesheet Entry: Employee/Timekeeper</b></p> <p>Correct Exceptions<br/>Time Admin 10AM &amp; 11PM</p> <p>Create Paysheets</p> <p>Preliminary Calc (No Time)</p> <p>Mail Off-Cycle Checks</p> | <p><b>3</b></p> <p><b>Last Day Timesheet Entry: Supervisor</b></p> <p><b>Last Day NeoGov Entry (Agencies)</b></p> <p>Correct Exceptions<br/>Time Admin 10AM &amp; 11PM</p> <p>Time Load<br/>Preliminary Calc</p> <p>Mid-Pay Period HR Change Process (PY042)</p> | <p><b>4</b></p> <p><b>Last Day Timesheet Entry: Agency Central/Division TL Administrator</b></p> <p><b>Last Day HR Entry (Agencies) 4:30PM</b></p> <p>Correct Exceptions<br/>Time Admin 10AM &amp; 11PM</p> <p>Time Load<br/>Preliminary Calc</p> <p>Mid-Pay Period HR Change Process (PY042)</p> | <p><b>5</b></p> <p><b>DoHR/BA CUTOFF DAY</b></p> <p><b>NO UPDATES TO JOB DATA (AGENCIES)</b></p> <p>Time Admin 10AM &amp; 11PM -<br/>Last Global Time Admin</p> <p>Issue Lost Checks</p> <p>Time Load 2PM<br/><b>Lockout 4:30PM</b><br/>Preliminary Calc</p> <p>Mid-Pay Period HR Change Process (PY042) 10:45PM</p> | <p><b>6</b></p> <p><b>DoHR Processing Day</b></p> <p><b>NO UPDATES TO JOB DATA (AGENCIES, DoHR, BA) - Lockout in Effect</b></p> <p>No Global Time Admin<br/><b>Last Ad Hoc Time Admin (DoHR only) Noon</b></p> <p><b>Agencies to approve all payable time by 1PM</b></p> <p>Final Time Load 2PM<br/>Preliminary Calc 4:30PM</p> | <p><b>7</b></p> <p>No Time Admin</p> <p><b>Lockout in Effect</b></p> |
| <p><b>8</b></p> <p>No Time Admin</p> <p><b>Lockout in Effect</b></p> | <p><b>9</b></p> <p><b>Final Calc &amp; Confirm Day</b></p> <p><b>NO UPDATES TO JOB DATA (AGENCIES, DoHR, BA) - Lockout in Effect</b></p> <p>No Time Admin</p> <p>Final Calc Confirm</p> <p>Absence Mgmt Processing</p>      | <p><b>10</b></p> <p><b>Begin Off-Cycle Processing</b></p> <p><b>Cutoff for Off-Cycle Actions to DoHR (Agencies) 4:30PM</b></p> <p>No Time Admin</p> <p>Absence Mgmt Processing &amp; Balance Update</p>  | <p><b>11</b></p> <p><b>Off-Cycle Processing</b></p> <p>Time Admin 10AM &amp; 11PM</p> <p>Mail On-Cycle Checks</p>   | <p><b>12</b></p> <p><b>Off-Cycle Processing</b></p> <p>Cutoff for Off-Cycle Actions to PY (DoHR &amp; BA) 10:30AM</p> <p>Time Admin 10AM &amp; 11PM</p>  | <p><b>13</b></p> <p><b>PAYDAY</b></p> <p>Time Admin 10AM &amp; 11PM</p> <p>Confirm Off-Cycle</p>  | <p><b>14</b></p> <p>Time Admin<br/>10AM &amp; 11PM</p>               |
| <p><b>15</b></p> <p>Time Admin<br/>10AM &amp; 11PM</p>               | <p><b>16</b></p>  | <p><b>17</b></p>   | <p><b>18</b></p>  | <p><b>19</b></p>   | <p><b>20</b></p>  | <p><b>21</b></p>   |

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

| 2015  | FEBRUARY  |   |  |   |  | 2015  |
|---|---|---|--|---|--|---|
| Sunday  | Monday  | Tuesday   | Wednesday  | Thursday  | Friday   | Saturday  |
| 15  | 16<br><b>HOLIDAY</b><br>President's Day<br><br>Time Admin 10AM & 11PM   | 17<br><u>Last Day Timesheet Entry: Employee/Timekeeper</u><br><br><u>Last Day Timesheet Entry: Supervisor</u><br><br><u>Last Day NeoGov Entry (Agencies)</u><br><br>Correct Exceptions<br>Time Admin 10AM & 11PM<br><br>Create Paysheets<br><b>Time Load Preliminary Calc</b><br><br><b>Mid-Pay Period HR Change Process (PY042)</b><br><br>Mail Off-Cycle Checks | 18<br><u>Last Day Timesheet Entry: Agency Central/Division TL Administrator</u><br><br><u>Last Day HR Entry (Agencies) 4:30PM</u><br><br>Correct Exceptions<br>Time Admin 10AM & 11PM<br><br>Time Load<br>Preliminary Calc<br><br>Mid-Pay Period HR Change Process (PY042) | 19<br><b>DoHR/BA CUTOFF DAY</b><br><br><b>NO UPDATES TO JOB DATA (AGENCIES)</b><br><br>Time Admin 10AM & 11PM - Last Global Time Admin<br><br>Issue Lost Checks<br><br>Time Load 2PM<br><b>Lockout 4:30PM</b><br>Preliminary Calc<br><br>Mid-Pay Period HR Change Process (PY042) 10:45PM | 20<br><b>DoHR Processing Day</b><br><br><b>NO UPDATES TO JOB DATA (AGENCIES, DoHR, BA) - Lockout in Effect</b><br><br>No Global Time Admin<br><b>Last Ad Hoc Time Admin (DoHR only) Noon</b><br><br><b>Agencies to approve all payable time by 1PM</b><br><br>Final Time Load 2PM<br>Preliminary Calc 4:30PM | 21<br>No Time Admin<br><br><b>Lockout in Effect</b> |
| 22<br>No Time Admin<br><br><b>Lockout in Effect</b> | 23<br><b>Final Calc &amp; Confirm Day</b><br><br><b>NO UPDATES TO JOB DATA (AGENCIES, DoHR, BA) - Lockout in Effect</b><br><br>No Time Admin<br><br>Final Calc Confirm<br><br>Absence Mgmt Processing | 24<br><b>Begin Off-Cycle Processing</b><br><br><b>Cutoff for Off-Cycle Actions to DoHR (Agencies) 4:30PM</b><br><br>No Time Admin<br><br>Absence Mgmt Processing & Balance Update   | 25<br><b>Off-Cycle Processing</b><br><br>Time Admin 10AM & 11PM<br><br>Mail On-Cycle Checks  | 26<br><b>Off-Cycle Processing</b><br><br>Cutoff for Off-Cycle Actions to PY (DoHR & BA) 10:30AM<br><br>Time Admin 10AM & 11PM   | 27<br><b>PAYDAY</b><br><br>Time Admin 10AM & 11PM<br><br>Confirm Off-Cycle   | 28<br>Time Admin 10AM & 11PM                        |

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