

2015	JANUARY					2015
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Dec 28	Dec 29	Dec 30	Dec 31	1 HOLIDAY New Year's Day (Observed) Time Admin 10AM & 11PM	2 Correct Exceptions Time Admin 10AM & 11PM Create Paysheets Preliminary Calc (No Time) Mail Off-Cycle Checks	3 Time Admin 10AM & 11PM
4 Last Day Timesheet Entry: Employee/Time keeper Time Admin 10AM & 11PM	5 Last Day Timesheet Entry: Supervisor Last Day NeoGov Entry (Agencies) 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) 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 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 Final Calc & Confirm Day NO UPDATES TO JOB DATA (AGENCIES, DoHR, BA) - Lockout in Effect No Time Admin Final Calc Confirm Absence Mgmt Processing	10 No Time Admin Absence Mgmt Processing & Balance Update
11 Time Admin 10AM & 11PM	12 Begin Off-Cycle Processing Cutoff for Off-Cycle Actions to DoHR (Agencies) 4:30PM Time Admin 10AM & 11PM	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	17

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

2015	JANUARY					2015
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
11	12	13	14	15	16	17
					Last Day Timesheet Entry: Employee/Timekeeper Correct Exceptions Time Admin 10AM Mail Off-Cycle Checks System Outage at 5:00 pm - OIAM Implementation	System Outage - OIAM Implementation No Time Admin
18	19	20	21	22	23	24
System Outage - OIAM Implementation No Time Admin	HOLIDAY Martin Luther King, Jr. Day System Outage - OIAM Implementation No Time Admin	Last Day Timesheet Entry: Supervisor Last Day NeoGov Entry (Agencies) Correct Exceptions Time Admin 10AM & 11PM Create Paysheets Time Load Preliminary Calc Mid-Pay Period HR Change Process (PY042)	Correct Exceptions Time Admin 10AM & 11PM Time Load Preliminary Calc Mid-Pay Period HR Change Process (PY042)	Last Day Timesheet Entry: Agency Central/Division TL Administrator Last Day HR Entry (Agencies) 4:30PM Time Admin 10AM & 11PM - Last Global Time Admin Issue Lost Checks Time Load 2PM Preliminary Calc Mid-Pay Period HR Change Process (PY042) 10:45PM	DOHR/BA Cutoff Day and DoHR Processing Day NO UPDATES TO JOB DATA (AGENCIES) DOHR/BA Lockout NOON No Global Time Admin Last Ad Hoc Time Admin (DoHR only) 2pm Agencies to approve all payable time by 3PM Final Time Load 3:15PM Preliminary Calc following TL	No Time Admin Lockout in Effect
25	26	27	28	29	30	31
No Time Admin Lockout in Effect	Final Calc & Confirm Day NO UPDATES TO JOB DATA (AGENCIES, DoHR, BA) - Lockout in Effect No Time Admin Final Calc Confirm Absence Mgmt Processing	Begin Off-Cycle Processing Cutoff for Off-Cycle Actions to DoHR (Agencies) 4:30PM No Time Admin Absence Mgmt Processing & Balance Update	Off-Cycle Processing Time Admin 10AM & 11PM Mail On-Cycle Checks	Off-Cycle Processing Cutoff for Off-Cycle Actions to PY (DoHR & BA) 10:30AM Time Admin 10AM & 11PM	PAYDAY Time Admin 10AM & 11PM Confirm Off-Cycle	Time Admin 10AM & 11PM

NOTES: OIAM Implementation begins at 5PM on Friday, 1/16 and ends at 6AM on Tuesday, 1/20. During this time Edison will be unavailable to all users and Time Admin will not run. Please note the short Off-Cycle processing period.