

2015	JULY					2015
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Jun 28	Jun 29	Jun 30	1	2	3	4
			Last Day Timesheet Entry: Employee/Timekeeper Correct Exceptions Time Admin 10AM & 11PM Create Paysheets Preliminary Calc (No Time) Mail Off-Cycle Checks	Last Day NeoGov Entry (Agencies) Correct Exceptions Time Admin 10AM & 11PM Time Load Preliminary Calc Mid-Pay Period HR Change Process (PY042)	HOLIDAY Independence Day Time Admin 10AM & 11PM	Time Admin 10AM & 11PM
5	6	7	8	9	10	11
Last Day Timesheet Entry: Supervisor Time Admin 10AM & 11PM	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)	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	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	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	No Time Admin Absence Mgmt Processing & Balance Update
12	13	14	15	16	17	18
Time Admin 10AM & 11PM	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			

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

2015	JULY					2015
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
12	13	14	15	16 Correct Exceptions Time Admin 10AM & 11PM Mail Off-Cycle Checks	17 Correct Exceptions Time Admin 10AM & 11PM Create Paysheets Preliminary Calc (No Time)	18 Time Admin 10AM & 11PM
19 <u>Last Day Timesheet Entry: Employee/Time keeper</u> Time Admin 10AM & 11PM	20 <u>Last Day Timesheet Entry: Supervisor</u> <u>Last Day NeoGov Entry (Agencies)</u> Correct Exceptions Time Admin 10AM & 11PM Time Load Preliminary Calc Mid-Pay Period HR Change Process (PY042)	21 <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)	22 <u>DoHR/BA CUTOFF DAY</u> 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	23 <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	24 <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	25 No Time Admin Absence Mgmt Processing
26 No Time Admin Absence Mgmt Processing & Balance Update	27 <u>Begin Off-Cycle Processing</u> 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	Aug 01