

2016	JULY					2016
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Jun 26	Jun 27	Jun 28	Jun 29	Jun 30	1 Correct Exceptions Time Admin 10AM & 11PM  Create Paysheets  Preliminary Calc (No Time)  Mail Off-Cycle Checks	2 Time Admin 10AM & 11PM
3 <u>Last Day Timesheet Entry:</u> <u>Employee/Time keeper</u>  Time Admin 10AM & 11PM	4 <b>HOLIDAY</b> <b>Independence Day</b>  Time Admin 10AM & 11PM	5 <u>Last Day Timesheet Entry:</u> <u>Supervisor</u>  Correct Exceptions Time Admin 10AM & 11PM  Time Load Preliminary Calc  Mid-Pay Period HR Change Process (PY042)	6 <u>Last Day Timesheet Entry:</u> <u>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)	7 <b>DoHR/BA CUTOFF DAY</b>  <b>NO UPDATES TO JOB DATA (AGENCIES)</b>  <b>ePAF entry and approval continues</b>  Time Admin 10AM & 11PM - Last Global Time Admin  Issue Lost Checks  Time Load 2PM <b>Lockout 4:30PM</b> Preliminary Calc  Mid-Pay Period HR Change Process (PY042) 10:45PM	8 <b>DoHR Processing Day</b>  <b>NO UPDATES TO JOB DATA (AGENCIES, DoHR, BA) - Lockout in Effect</b>  <b>ePAF entry and approval continues</b>  No Global Time Admin <b>Last Ad Hoc Time Admin (DoHR only) Noon</b>  <b>Agencies to approve all payable time by 1PM</b>  Final Time Load 2PM Preliminary Calc	9 <b>Lockout in Effect</b>  No Time Admin
10 <b>Lockout in Effect</b>  No Time Admin	11 <u>Final Calc &amp; Confirm Day</u>  <b>NO UPDATES TO JOB DATA (AGENCIES, DoHR, BA) - Lockout in Effect</b>  <b>ePAF entry and approval continues</b>  No Time Admin  Final Calc Confirm  Absence Mgmt Processing	12 <u>Begin Off-Cycle Processing</u>  <b>Cutoff for Off-Cycle Actions to DoHR (Agencies) 4:30PM</b>  No Time Admin  Absence Mgmt Processing & Balance Update	13 <u>Off-Cycle Processing</u>  Time Admin 10AM & 11PM  Mail On-Cycle Checks	14 <u>Off-Cycle Processing</u>  Cutoff for Off-Cycle Actions to PY (DoHR & BA) 10:30AM  Time Admin 10AM & 11PM	15 <b>PAYDAY</b>  Time Admin 10AM & 11PM  Confirm Off-Cycle	16
<b>Notes:</b> Please note the short Off-Cycle processing period.						

2016	JULY					2016
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
10	11	12	13	14	15	16 Time Admin 10AM & 11PM
17 Time Admin 10AM & 11PM	18 <b>Last Day Timesheet Entry:</b> <b>Employee/Timekeeper</b>  Correct Exceptions Time Admin 10AM & 11PM  Create Paysheets  Preliminary Calc (No Time)  Mail Off-Cycle Checks	19 <b>Last Day Timesheet Entry:</b> <b>Supervisor</b>  Correct Exceptions Time Admin 10AM & 11PM  Time Load Preliminary Calc  Mid-Pay Period HR Change Process (PY042)	20 <b>Last Day Timesheet Entry:</b> <b>Agency Central/Division TL Administrator</b>  <b>Last Day HR Entry (Agencies) 4:30PM</b>  Correct Exceptions Time Admin 10AM & 11PM  Time Load Preliminary Calc  Mid-Pay Period HR Change Process (PY042)	21 <b>DoHR/BA CUTOFF DAY</b>  <b>NO UPDATES TO JOB DATA (AGENCIES)</b>  <b>ePAF entry and approval continues</b>  Time Admin 10AM & 11PM - Last Global Time Admin  Issue Lost Checks  Time Load 2PM <b>Lockout 4:30PM</b> Preliminary Calc  Mid-Pay Period HR Change Process (PY042) 10:45PM	22 <b>DoHR Processing Day</b>  <b>NO UPDATES TO JOB DATA (AGENCIES, DoHR, BA) - Lockout in Effect</b>  <b>ePAF entry and approval continues</b>  No Global Time Admin <b>Last Ad Hoc Time Admin (DoHR only) Noon</b>  <b>Agencies to approve all payable time by 1PM</b>  Final Time Load 2PM Preliminary Calc	23 <b>Lockout in Effect</b>  No Time Admin
24 <b>Lockout in Effect</b>  No Time Admin	25 <b>Final Calc &amp; Confirm Day</b>  <b>NO UPDATES TO JOB DATA (AGENCIES, DoHR, BA) - Lockout in Effect</b>  <b>ePAF entry and approval continues</b>  No Time Admin  Final Calc Confirm  Absence Mgmt Processing	26 <b>Begin Off-Cycle Processing</b>  <b>Cutoff for Off-Cycle Actions to DoHR (Agencies) 4:30PM</b>  No Time Admin  Absence Mgmt Processing & Balance Update	27 <b>Off-Cycle Processing</b>  Time Admin 10AM & 11PM  Mail On-Cycle Checks	28 <b>Off-Cycle Processing</b>  Cutoff for Off-Cycle Actions to PY (DoHR & BA) 10:30AM  Time Admin 10AM & 11PM	29 <b>PAYDAY</b>  Time Admin 10AM & 11PM  Confirm Off-Cycle	30 Time Admin 10AM & 11PM
31 Time Admin 10AM & 11PM	1	2	3	4	5	6
<b>Notes:</b> Please note the short Off-Cycle processing period.						