

2015	JUNE						2015
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
<p>May 31</p>	<p>1</p> <p><u>Last Day Timesheet Entry: Employee/Timekeeper</u></p> <p>Correct Exceptions Time Admin 10AM & 11PM</p> <p>Create Paysheets</p> <p>Preliminary Calc (No Time)</p> <p>Mail Off-Cycle Checks</p>	<p>2</p> <p><u>Last Day Timesheet Entry: Supervisor</u></p> <p><u>Last Day NeoGov Entry (Agencies)</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>3</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>4</p> <p><u>DoHR/BA CUTOFF DAY</u></p> <p>NO UPDATES TO JOB DATA (AGENCIES)</p> <p>Time Admin 10AM & 11PM - Last Global Time Admin</p> <p>Issue Lost Checks</p> <p>Time Load 2PM Lockout 4:30PM</p> <p>Preliminary Calc 4:45PM</p> <p>Mid-Pay Period HR Change Process (PY042) 10:45PM</p>	<p>5</p> <p><u>DoHR Processing Day</u></p> <p>NO UPDATES TO JOB DATA (AGENCIES, DoHR, BA) - Lockout in Effect</p> <p>No Global Time Admin Last Ad Hoc Time Admin (DoHR only) Noon</p> <p>Agencies to approve all payable time by 1PM</p> <p>Final Time Load 2PM Preliminary Calc</p>	<p>6</p> <p>Lockout in Effect</p> <p>No Time Admin</p>	
<p>7</p> <p>Lockout in Effect</p> <p>No Time Admin</p>	<p>8</p> <p><u>Final Calc & Confirm Day</u></p> <p>NO UPDATES TO JOB DATA (AGENCIES, DoHR, BA) - Lockout in Effect</p> <p>No Time Admin</p> <p>Final Calc Confirm</p> <p>Absence Mgmt Processing</p>	<p>9</p> <p><u>Begin Off-Cycle Processing</u></p> <p>No Time Admin</p> <p>Absence Mgmt Processing & Balance Update</p>	<p>10</p> <p><u>Off-Cycle Processing</u></p> <p>Cutoff for Off-Cycle Actions to DoHR (Agencies) 4:30PM</p> <p>Time Admin 10AM & 11PM</p>	<p>11</p> <p><u>Off-Cycle Processing</u></p> <p>Time Admin 10AM & 11PM</p> <p>Mail On-Cycle Checks</p>	<p>12</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>13</p> <p>Time Admin 10AM & 11PM</p>	
<p>14</p> <p>Time Admin 10AM & 11PM</p>	<p>15</p> <p><u>PAYDAY</u></p> <p>Time Admin 10AM & 11PM</p> <p>Confirm Off-Cycle</p>	<p>16</p>	<p>17</p>	<p>18</p>	<p>19</p>	<p>20</p>	

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Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
14	15	16 Last Day Timesheet Entry: Employee/Timekeeper Correct Exceptions Time Admin 10AM & 11PM Create Paysheets Preliminary Calc (No Time) Mail Off-Cycle Checks	17 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)	18 Last Day Timesheet Entry: Agency Central/Division TL Administrator Last Day HR Entry (Agencies) 4:30PM Correct Exceptions Time Admin 10AM & 11PM Issue Lost Checks Time Load Preliminary Calc Mid-Pay Period HR Change Process (PY042)	19 DoHR/BA CUTOFF DAY NO UPDATES TO JOB DATA (AGENCIES) Time Admin 10AM & 11PM - Last Global Time Admin Time Load 2PM Lockout 4:30PM Preliminary Calc 4:45PM Mid-Pay Period HR Change Process (PY042) 10:45PM	20 Lockout in Effect No Time Admin
21 Lockout in Effect No Time Admin	22 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	23 Final Calc & Confirm Day NO UPDATES TO JOB DATA (AGENCIES, DoHR, BA) - Lockout in Effect No Time Admin Final Calc Confirm Absence Mgmt Processing	24 Begin Off-Cycle Processing No Time Admin Absence Mgmt Processing & Balance Update	25 Off-Cycle Processing Cutoff for Off-Cycle Actions to DoHR (Agencies) 4:30PM Time Admin 10AM & 11PM	26 Off-Cycle Processing Time Admin 10AM & 11PM Mail On-Cycle Checks	27 Time Admin 10AM & 11PM
28 Time Admin 10AM & 11PM	29 Off-Cycle Processing Cutoff for Off-Cycle Actions to PY (DoHR & BA) 10:30AM Time Admin 10AM & 11PM	30 PAYDAY Time Admin 10AM & 11PM Confirm Off-Cycle	Jul 01	Jul 02	Jul 03	Jul 04