

September 2023

◀ August

October ▶

Sun	Mon	Tue	Wed	Thu	Fri	Sat
Time Admin: Runs Daily: 8am 3pm 10 pm Monthly@10am	Off-Cycles: MF/BF091123 pay date 09/15/23 MF/BF092523 pay date 10/02/23				1 Pay Day – MF/BF0082823 & M083123 B083123 – FINAL – NO TRIALS	2
3	4 HOLIDAY	5 Leave Accruals Process	6 Absences are finalized @ 12:00 for B091223 week 1 – All high exceptions must be cleared & absences approved before 10am. +Time Admin is run afterward.	7	8 Pay Day – B082923 ePAR cutoff for B091223	9
10	11 Off-cycle for MF/BF091123	12 B091223 – Period ends & paylines are created.	13 Absences are finalized @ 12:00 for B091223 week 2 – All high exceptions must be cleared & absences approved before 10am. +Time Admin is run afterward.	14 B091223 – Initial Trial + Run & review trial @1pm + Process corrections + Time Admin run at 12:00 & 3:00	15 Pay Day – MF/BF090723 B091223 - 2nd Trial Last corrections by 2:00 TL Last Load @ 5:00. + Time Admin runs at 12:00 & 3:00 Run Reallocation Process. ePAR cutoff for M093023	16
17	18 B091223 - FINAL Confirm, Distribute & Encumb run. Create ck/adv files	19 Run your final reports for B091223 M093023 Paylines are created. Absences are finalized @ 12:00 for M093023 approve before 10:00. – All high exceptions must be cleared & absences approved before 10am. +Time Admin is run afterward.	20 Absences are finalized @ 12:00 for B092623 week 1 – All high exceptions must be cleared & absences approved before 10am. +Time Admin is run afterward.	21 M093023 – Trial + Run & review trial + Process corrections	22 Pay Day – B083123, B091223 M093023 - FINAL Confirm, Distribute & Encumb run. Create ck/adv files. Run Reallocation Process. ePAR cutoff for B092623	23
24	25 Off-cycle for MF/BF092523 Run your final reports for M093023	26 B092623 – Period ends & paylines are created	27 Absences are finalized @ 12:00 for B092323 week 2 – All high exceptions must be cleared & absences approved before 10am. +Time Admin is run afterward.	28 B092623 – Initial Trial + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00	29 B092623 - 2nd Trial Last corrections by 2:00 TL Last Load @ 5:00. + Time Admin runs at 12:00 & 3:00 Run Reallocation Process.	30

◀ September		October 2023					November ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
1	2 Pay Day – M093023 <u>B092623 - FINAL</u> Confirm, Distribute & Encumb run. Create ck/adv files	3 Run your final reports for B092623 Run Leave Accruals	4 Absences are finalized @ 12:00 for B101023 week 1 – <i>All high exceptions must be cleared & absences approved before 10am.</i> + Time Admin is run afterward.	5	6 Pay Day – MF/BF092523, B092623 Run Reallocation Process. ePAR cutoff for B101023	7	
8	9 Off-cycle for MF/BF100923	10 B101023 – Period ends & paylines are created	11 Absences are finalized @ 12:00 for B101023 week 2 – <i>All high exceptions must be cleared & absences approved before 10am.</i> + Time Admin is run afterward.	12 <u>B101023 – Initial Trial</u> + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00	13 <u>B101023 - 2nd Trial</u> Last corrections by 2:00 TL Last Load @ 5:00. + Time Admin runs at 12:00 & 3:00 Run Reallocation Process. ePAR cutoff for M103123	14	
15	16 Pay Day – MF/BF100923 <u>B101023 - FINAL</u> Confirm, Distribute & Encumb run. Create ck/adv files	17 Run your final reports for B101023 <u>M103123 Paylines are created.</u> Absences are finalized @ 12:00 for M103123 approve before 10am. – <i>All high exceptions must be cleared & absences approved before 10am.</i> + Time Admin is run afterward.	18 Absences are finalized @ 12:00 for B102423 week 1 – <i>All high exceptions must be cleared & absences approved before 10am.</i> + Time Admin is run afterward.	19 <u>M103123 – Trial</u> + Run & review trial + Process corrections	20 Pay Day – B101023 Run Reallocation Process. ePAR cutoff for B102423	21	
22	23 <u>M103123 - FINAL</u> Confirm, Distribute & Encumb run. Create ck/adv files.	24 B102423 – Period ends & paylines are created Run your final reports for M103123 Off-cycle for MF/BF102423	25 Absences are finalized @ 12:00 for B102423 week 2 – <i>All high exceptions must be cleared & absences approved before 10am.</i> + Time Admin is run afterward.	26 <u>B102423 – Initial Trial</u> + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00	27 <u>B102423 - 2nd Trial</u> Last corrections by 2:00 TL Last Load @ 5:00. + Time Admin runs at 12:00 & 3:00 Run Reallocation Process.	28	
29	30 <u>B102423 - FINAL</u> Confirm, Distribute & Encumb run. Create ck/adv files	31 Run your final reports for B102423	Time Admin: Runs Daily: 8am 3pm 10 pm Monthly@10am Off-Cycles: MF/BF100923 pay date 10/16/23 MF/BF102423 pay date 11/01/23				

November 2023						
◀ October						December ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 Pay Day – MF/BF102423 & M103123 Absences are finalized @ 12:00 for B110723 week 1 – <i>All high exceptions must be cleared & absences approved before 10am.</i> + Time Admin is run afterward. Run Leave Accruals	2	3 Pay Day – B102423 Run Reallocation Process. ePAR cutoff for B110723	4
5	6 Off-cycle for MF/BF110623	7 B110723 – Period ends & paylines are created	8 Absences are finalized @ 12:00 for B110723 week 2 – <i>All high exceptions must be cleared & absences approved before 10am.</i> + Time Admin is run afterward.	9 B110723 – Initial Trial + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00	10 B110723 – 2nd Trial Last corrections by 2:00 TL Last Load @ 5:00. + Time Admin runs at 12:00 & 3:00 Run Reallocation Process. ePAR cutoff for M113023	11
12	13 B110723 - FINAL Confirm, Distribute & Encumb run. Create ck/adv files	14 Run your final reports for B110723 M113023 Paylines are created. Absences are finalized @ 12:00 for M113023 approve before 10am. – <i>All high exceptions must be cleared & absences approved before 10am.</i> + Time Admin is run afterward.	15 Pay Day – MF/BF110623 Absences are finalized @ 12:00 for B112123 week 1 – <i>All high exceptions must be cleared & absences approved before 10am.</i> + Time Admin is run afterward.	16 M113023 – Trial + Run & review trial + Process corrections	17 Pay Day – B110723 Run Reallocation Process. ePAR cutoff for B112123	18
19	20 M113023 - FINAL Confirm, Distribute & Encumb run. Create ck/adv files	21 B112123 – Period ends & paylines are created Off-cycle for MF/BF112123 Run your final reports for M113023	22 Absences are finalized @ 12:00 for B112123 week 2 – <i>All high exceptions must be cleared & absences approved before 10am.</i> + Time Admin is run afterward. Run Reallocation Process.	23 HOLIDAY	24 HOLIDAY	25
26	27 B112123 – FINAL – NO TRIALS Confirm, Distribute & Encumb run. Create ck/adv files	28 Run your final reports for B112123	29 Absences are finalized @ 12:00 for B120523 week 1 – <i>All high exceptions must be cleared & absences approved before 10am.</i> + Time Admin is run afterward.	30	Time Admin: Runs Daily: 8am 3pm 10 pm Monthly: @10 am Off-Cycles: MF/BF110623 pay date 11/15/23 MF/BF112123 pay date 12/01/23	

December 2023

◀ November

January ▶

Sun	Mon	Tue	Wed	Thu	Fri	Sat
Time Admin: Runs Daily: 8am 3pm 10 pm Monthly@10am	Off-Cycles: (1off-cycle only) MF/BF120423 pay date 12/15/23				1 Pay Day – MF/BF112123 & M113023, B112123 Run Reallocation Process. Run Leave Accruals ePAR cutoff for B120523	2
3	4 Off-cycle for MF/BF120423	5 B120523 – Period ends & paylines are created	6 Absences are finalized @ 12:00 for B120523 week 2 – <i>All high exceptions must be cleared & absences approved before 10am.</i> +Time Admin is run afterward.	7 <u>B120523 – Initial Trial</u> + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00	8 <u>B120523 - 2nd Trial</u> Last corrections by 2:00 TL Last Load @ 5:00. + Time Admin runs at 12:00 & 3:00 Run Reallocation Process ePAR cutoff for M123123	9
10	11 <u>B120523 - FINAL</u> Confirm, Distribute & Encumb run. Create ck/adv files	12 Run your final reports for B120523 <u>M123123 Paylines are created.</u> Absences are finalized @ 12:00 for M123123 approve before 10am. – <i>All high exceptions must be cleared & absences approved before 10am.</i> +Time Admin is run afterward.	13 Absences are finalized @ 12:00 for B121923 week 1 – <i>All high exceptions must be cleared & absences approved before 10am.</i> +Time Admin is run afterward.	14 <u>M123123 – Trial</u> + Run & review trial + Process corrections	15 Pay Day – MF/BF120423, B120523 <u>M123123 - FINAL</u> Confirm, Distribute & Encumb run. Create ck/adv files Run Reallocation Process. ePAR cutoff for B121923	16
17	18 Run your final reports for M123123	19 B121923 – Period ends & paylines are created	20 Absences are finalized @ 12:00 for B121923 week 2 – <i>All high exceptions must be cleared & absences approved before 10am.</i> +Time Admin is run afterward.	21 <u>B121923 – Initial Trial – NO 2nd Trial</u> + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00	22 <u>B121923 - FINAL</u> Confirm, Distribute & Encumb run. Create ck/adv files Run Reallocation Process. Run your final reports for B121923	23
24	25 HOLIDAY	26 HOLIDAY	27 Absences are finalized @ 12:00 for B010424 week 1 – <i>All high exceptions must be cleared & absences approved before 10am.</i> +Time Admin is run afterward. HOLIDAY	28 HOLIDAY	29 Pay Day – B121923 HOLIDAY	30

◀ December		January 2024					February ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
	1 Pay Day – M123123 HOLIDAY	2 B010224 – Period ends & paylines are created Run Leave Accruals	3 Absences are finalized @ 12:00 for B010424 week 2 – <i>All high exceptions must be cleared & absences approved before 10am.</i> +Time Admin is run afterward. ePAR cutoff for B010224	4 <u>B010424 – Initial Trial</u> + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00	5 <u>B010424 - 2nd Trial</u> Last corrections by 2:00 TL Last Load @ 5:00. + Time Admin runs at 12:00 & 3:00 Run Reallocation Process.	6	
7	8 <u>B010424 - FINAL</u> Confirm, Distribute & Encumb run. Create ck/adv files	9 Run your final reports for B010424 Off-cycle for MF/BF010924	10 Absences are finalized @ 12:00 for B011624 week 1 – <i>All high exceptions must be cleared & absences approved before 10am.</i> +Time Admin is run afterward.	11 ePAR cutoff for B011624	12 Pay Day – B010224 Run Reallocation Process.	13	
14	15 Pay Day – MF/BF010924 HOLIDAY	16 B011624 – Period ends & paylines are created	17 Absences are finalized @ 12:00 for B0111624 week 2 – <i>All high exceptions must be cleared & absences approved before 10am.</i> +Time Admin is run afterward.	18 <u>B011624 – Initial Trial</u> + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00	19 <u>B011624 - 2nd Trial</u> Last corrections by 2:00 TL Last Load @ 5:00. + Time Admin runs at 12:00 & 3:00 Run Reallocation Process. ePAR cutoff for M013124	20	
21	22 <u>B011624 - FINAL</u> Confirm, Distribute & Encumb run. Create ck/adv files	23 Run your final reports for B011624 <u>M013124 Paylines are created.</u> Absences are finalized @ 12:00 for M013124 approve before 10am. – <i>All high exceptions must be cleared & absences approved before 10am.</i> +Time Admin is run afterward.	24 <u>M013124 – Trial</u> + Run & review trial + Process corrections Absences are finalized @ 12:00 for B013024 week 1 – <i>All high exceptions must be cleared & absences approved before 10am.</i> +Time Admin is run afterward.	25 <u>M013124 - FINAL</u> Confirm, Distribute & Encumb run. Create ck/adv files	26 Pay Day – B011624 Run Reallocation Process. Run your final reports for M013124 ePAR cutoff for B013024	27	
28	29 Off-cycle for MF/BF012924	30 B013024 – Period ends & paylines are created	31 Absences are finalized @ 12:00 for B013024 week 2 – <i>All high exceptions must be cleared & absences approved before 10am.</i> +Time Admin is run afterward.	Time Admin: Runs Daily: 8am 3pm 10 pm Monthly @ 10am Off-Cycles: MF/BF010924 pay date 01/15/24 MF/BF012924 pay date 02/01/24			

February 2024						
◀ January						March ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 Pay Day – MF/BF012924 & M013124 <u>B013024 – Initial Trial</u> + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00	2 <u>B013024 - 2nd Trial</u> Last corrections by 2:00 TL Last Load @ 5:00. + Time Admin runs at 12:00 & 3:00 Run Reallocation Process.	3
4	5 <u>B013024 - FINAL</u> Confirm, Distribute & Encumb run. Create ck/adv files	6 Run your final reports for B013024 Run Leave Accruals Off-cycle for MF/BF020624	7 Absences are finalized @ 12:00 for B021324 week 1 – <i>All high exceptions must be cleared & absences approved before 10am.</i> + Time Admin is run afterward.	8	9 Pay Day – B013024 Run Reallocation Process. ePAR cutoff for B021324	10
11	12	13 B021324 – Period ends & paylines are created	14 Absences are finalized @ 12:00 for B021324 week 2 – <i>All high exceptions must be cleared & absences approved before 10am.</i> + Time Admin is run afterward.	15 Pay Day – MF/BF020624 <u>B021324 – Initial Trial</u> + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00	16 <u>B021324 - 2nd Trial</u> Last corrections by 2:00 TL Last Load @ 5:00. + Time Admin runs at 12:00 & 3:00 Run Reallocation Process. ePAR cutoff for M022924	17
18	19 <u>B021324 - FINAL</u> Confirm, Distribute & Encumb run. Create ck/adv files	20 Run your final reports for B021324 <u>M022924 Paylines are created.</u> Absences are finalized @ 12:00 for M022924 approve before 10am. – <i>All high exceptions must be cleared & absences approved before 10am.</i> + Time Admin is run afterward.	21 Absences are finalized @ 12:00 for B022724 week 1 – <i>All high exceptions must be cleared & absences approved before 10am.</i> + Time Admin is run afterward.	22 <u>M022924 – Trial</u> + Run & review trial + Process corrections	23 Pay Day – B021324 Run Reallocation Process. <u>M022924 - FINAL</u> Confirm, Distribute & Encumb run. Create ck/adv files ePAR cutoff for B022724	24
25	26 Off-cycle for MF/BF022624 Run your final reports for M022924	27 B022724 – Period ends & paylines are created	28 Absences are finalized @ 12:00 for B022724 week 2 – <i>All high exceptions must be cleared & absences approved before 10am.</i> + Time Admin is run afterward.	29 <u>B022724 – Initial Trial</u> + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00	Time Admin: Runs Daily: 8am 3pm 10 pm Monthly@10am Off-Cycles: MF/BF020624 pay date 02/15/24 MF/BF022624 pay date 03/01/24	

March 2024						
◀ February						April ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
Time Admin: Runs Daily: 8am 3pm 10 pm Monthly@10am	Off-Cycles: MF/BF031124 pay date 03/15/24 MF/BF032524 pay date 04/01/24				1 Pay Day – MF/BF022624 & M022924 <u>B022724 - 2nd Trial</u> Last corrections by 2:00 TL Last Load @ 5:00. + Time Admin runs at 12:00 & 3:00 Run Reallocation Process.	2
3	4 <u>B022724 - FINAL</u> Confirm, Distribute & Encumb run. Create ck/adv files	5 Run your final reports for B022724 Run Leave Accruals	6 Absences are finalized @ 12:00 for B031224 week 1 – <i>All high exceptions must be cleared & absences approved before 10am.</i> + Time Admin is run afterward.	7	8 Pay Day – B022724 Run Reallocation Process. ePAR cutoff for B031224	9
10	11 Off-cycle for MF/BF031124	12 B031224 – Period ends & paylines are created	13 Absences are finalized @ 12:00 for B031224 week 2 – <i>All high exceptions must be cleared & absences approved before 10am.</i> + Time Admin is run afterward.	14 <u>B031224 – Initial Trial</u> + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00	15 Pay Day – MF/BF031124 <u>B031224 - 2nd Trial</u> Last corrections by 2:00 TL Last Load @ 5:00. + Time Admin runs at 12:00 & 3:00 Run Reallocation Process. ePAR cutoff for M033124	16
17	18 <u>B031224 - FINAL</u> Confirm, Distribute & Encumb run. Create ck/adv files	19 Run your final reports for B031224 <u>M033124 Paylines are created.</u> Absences are finalized @ 12:00 for M033124 approve before 10am. – <i>All high exceptions must be cleared & absences approved before 10am.</i> + Time Admin is run afterward.	20 Absences are finalized @ 12:00 for B032624 week 1 – <i>All high exceptions must be cleared & absences approved before 10am.</i> + Time Admin is run afterward.	21 <u>M033124 – Trial</u> + Run & review trial + Process corrections	22 Pay Day – B031224 Run Reallocation Process. <u>M033124 - FINAL</u> Confirm, Distribute & Encumb run. Create ck/adv files ePAR cutoff for B032624	23
24	25 Off-cycle for MF/BF032524 Run your final reports for M033124	26 B032624 – Period ends & paylines are created	27 Absences are finalized @ 12:00 for B032624 week 2 – <i>All high exceptions must be cleared & absences approved before 10am.</i> + Time Admin is run afterward.	28 <u>B032624 – Initial Trial</u> + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00	29 <u>B032624 - 2nd Trial</u> Last corrections by 2:00 TL Last Load @ 5:00. + Time Admin runs at 12:00 & 3:00 Run Reallocation Process.	30

April 2024						
◀ March						May ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 Pay Day – MF/BF032524 & M033124 <u>B032624 - FINAL</u> Confirm, Distribute & Encumb run. Create ck/adv files	2 Run your final reports for B032624 Run Leave Accruals	3 Absences are finalized @ 12:00 for B040924 week 1 – <i>All high exceptions must be cleared & absences approved before 10am.</i> + Time Admin is run afterward.	4	5 Pay Day – B032624 Run Reallocation Process. ePAR cutoff for B040924	6
7	8 Off-cycle for MF/BF040824	9 B040924 – Period ends & paylines are created	10 Absences are finalized @ 12:00 for B040924 week 2 – <i>All high exceptions must be cleared & absences approved before 10am.</i> + Time Admin is run afterward.	11 <u>B040924 – Initial Trial</u> + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00	12 <u>B040924 – 2nd Trial</u> Last corrections by 2:00 TL Last Load @ 5:00. + Time Admin runs at 12:00 & 3:00 Run Reallocation Process. ePAR cutoff for M043024	13
14	15 Pay Day – MF/BF040824 <u>B040924 - FINAL</u> Confirm, Distribute & Encumb run. Create ck/adv files	16 Run your final reports for B040924 <u>M043024 Paylines are created.</u> Absences are finalized @ 12:00 for M043024 approve before 10am. – <i>All high exceptions must be cleared & absences approved before 10am.</i> + Time Admin is run afterward.	17 Absences are finalized @ 12:00 for B042324 week 1 – <i>All high exceptions must be cleared & absences approved before 10am.</i> + Time Admin is run afterward.	18 <u>M043024 – Trial</u> + Run & review trial + Process corrections	19 Pay Day – B040924 Run Reallocation Process. ePAR cutoff for B042324	20
21	22 <u>M043024 - FINAL</u> Confirm, Distribute & Encumb run. Create ck/adv files	23 B042324 – Period ends & paylines are created Off-cycle for MF/BF042324 Run your final reports for M043024	24 Absences are finalized @ 12:00 for B042324 week 2 – <i>All high exceptions must be cleared & absences approved before 10am.</i> + Time Admin is run afterward.	25 <u>B042324 – Initial Trial</u> + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00	26 <u>B042324 – 2nd Trial</u> Last corrections by 2:00 TL Last Load @ 5:00. + Time Admin runs at 12:00 & 3:00 Run Reallocation Process.	27
28	29 <u>B042324 - FINAL</u> Confirm, Distribute & Encumb run. Create ck/adv files	30 Run your final reports for B042324	Time Admin: Runs Daily: 8am 3pm 10 pm Monthly @ 10am Off-Cycles: MF/BF040824 pay date 04/15/24 MF/BF042324 pay date 05/01/24			

◀ April		May 2024					June ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
Time Admin: Runs Daily: 8am 3pm 10 pm Monthly@10am	Off-Cycles: MF/BF050624 pay date 05/15/24 MF/BF052824 pay date 06/03/24		1 Pay Day – MF/BF042324 & M043024 Absences are finalized @ 12:00 for B050724 week 1 – <i>All high exceptions must be cleared & absences approved before 10am.</i> + Time Admin is run afterward. Run Leave Accruals	2	3 Pay Day – B042324 Run Reallocation Process. ePAR cutoff for B050724	4	
5	6 Off-cycle for MF/BF050624	7 B050724 – Period ends & paylines are created	8 Absences are finalized @ 12:00 for B050724 week 2 – <i>All high exceptions must be cleared & absences approved before 10am.</i> + Time Admin is run afterward.	9 <u>B050724 – Initial Trial</u> + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00	10 <u>B050724 - 2nd Trial</u> Last corrections by 2:00 TL Last Load @ 5:00. + Time Admin runs at 12:00 & 3:00 Run Reallocation Process. ePAR cutoff for M053124	11	
12	13 <u>B050724 - FINAL</u> Confirm, Distribute & Encumb run. Create ck/adv files	14 Run your final reports for B050724 <u>M053124 Paylines are created.</u> Absences are finalized @ 12:00 for M053124 approve before 10am. – <i>All high exceptions must be cleared & absences approved before 10am.</i> + Time Admin is run afterward.	15 Pay Day – MF/BF050624 Absences are finalized @ 12:00 for B052124 week 1 – <i>All high exceptions must be cleared & absences approved before 10am.</i> + Time Admin is run afterward.	16 <u>M053124 – Trial</u> + Run & review trial + Process corrections	17 Pay Day – B050724 Run Reallocation Process. ePAR cutoff for B052124	18	
19	20 <u>M053124 - FINAL</u> Confirm, Distribute & Encumb run. Create ck/adv files	21 B052124 – Period ends & paylines are created Run your final reports for M053124	22 Absences are finalized @ 12:00 for B052124 week 2 – <i>All high exceptions must be cleared & absences approved before 10am.</i> + Time Admin is run afterward.	23 <u>B052124 – Initial Trial</u> + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00 NO 2nd Trial	24 <u>B051224 - FINAL</u> Confirm, Distribute & Encumb run. Create ck/adv files Run Reallocation Process.	25	
26	27 HOLIDAY	28 Run your final reports for B051224 Off-cycle for MF/BF052824	29 Absences are finalized @ 12:00 for B060424 week 1 – <i>All high exceptions must be cleared & absences approved before 10am.</i> + Time Admin is run afterward.	30	31 Pay Day – B052124 Run Reallocation Process. ePAR cutoff for B060424		

June 2024

◀ May

July ▶

Sun	Mon	Tue	Wed	Thu	Fri	Sat
Time Admin: Runs Daily: 8am 3pm 10 pm Monthly@10am	Off-Cycles: MF/BF060324 pay date 06/17/24 MF/BF062524 pay date 07/01/24					1
2	3 Pay Day – MF/BF052824 & M053124 Run Leave Accruals Off-cycle for MF/BF060324 (*off-cycle may be moved)	4 B060424 – Period ends & paylines are created	5 Absences are finalized @ 12:00 for B060424 week 2 – <i>All high exceptions must be cleared & absences approved before 10am.</i> + Time Admin is run afterward.	6 B060424 – Initial Trial + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00	7 B060424 - 2 nd Trial Last corrections by 2:00 TL Last Load @ 5:00. + Time Admin runs at 12:00 & 3:00 Run Reallocation Process. ePAR cutoff for M063024	8
9	10 B060424 - FINAL Confirm, Distribute & Encumb run. Create ck/adv files	11 Run your final reports for B060424 M063024 Paylines are created. Absences are finalized @ 12:00 for M063024 approve before 10am. – All high exceptions must be cleared & absences approved before 10am. + Time Admin is run afterward.	12 Absences are finalized @ 12:00 for B061824 week 1 – <i>All high exceptions must be cleared & absences approved before 10am.</i> + Time Admin is run afterward.	13 M063024 – Trial + Run & review trial + Process corrections	14 Pay Day – B060424 Run Reallocation Process. ePAR cutoff for B061824	15
16	17 Pay Day – MF/BF060324 M063024 - FINAL Confirm, Distribute & Encumb run. Create ck/adv files	18 B061824 – Period ends & paylines are created Run your final reports for M063024	19 Absences are finalized @ 12:00 for B061824 week 2 – <i>All high exceptions must be cleared & absences approved before 10am.</i> + Time Admin is run afterward. HOLIDAY	20 B061824 – Initial Trial + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00	21 B061824 - 2 nd Trial Last corrections by 2:00 TL Last Load @ 5:00. + Time Admin runs at 12:00 & 3:00 Run Reallocation Process.	22
23	24 B061824 - FINAL Confirm, Distribute & Encumb run. Create ck/adv files	25 Run your final reports for B061824 Off-cycle for MF/BF062524	26 Absences are finalized @ 12:00 for B070224 week 1 – <i>All high exceptions must be cleared & absences approved before 10am.</i> + Time Admin is run afterward.	27	28 Pay Day – B061824 Run Reallocation Process. ePAR cutoff for B070224	29
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July 2024						
◀ June						August ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 Pay Day – MF/BF062524 & M063024 Run Leave Accruals	2 B070224 – Period ends & paylines are created	3 Absences are finalized @ 12:00 for B070224 week 2 – <i>All high exceptions must be cleared & absences approved before 10am.</i> + Time Admin is run afterward.	4 HOLIDAY	5 <u>B070224 – Initial Trial</u> + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00 NO 2nd Trial Run Reallocation Process.	
7	8 <u>B070224 - FINAL</u> Confirm, Distribute & Encumb run. Create ck/adv files	9 Run your final reports for B070224 Off-cycle for MF/BF070924	10 Absences are finalized @ 12:00 for B071624 week 1 – <i>All high exceptions must be cleared & absences approved before 10am.</i> + Time Admin is run afterward.	11	12 Pay Day – B070224 Run Reallocation Process. ePAR cutoff for B071624	13
14	15 Pay Day – MF/BF070924	16 B071624 – Period ends & paylines are created	17 Absences are finalized @ 12:00 for B071624 week 2 – <i>All high exceptions must be cleared & absences approved before 10am.</i> + Time Admin is run afterward.	18 <u>B071624 – Initial Trial</u> + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00	19 <u>B071624 - 2nd Trial</u> Last corrections by 2:00 TL Last Load @ 5:00. + Time Admin runs at 12:00 & 3:00 Run Reallocation Process. ePAR cutoff for M073124	20
21	22 <u>B071624 - FINAL</u> Confirm, Distribute & Encumb run. Create ck/adv files	23 Run your final reports for B071624 <u>M073124 Paylines are created.</u> Absences are finalized @ noon for M073124 approve before 10am – <i>All high exceptions must be cleared & absences approved before 10am.</i> + Time Admin is run afterward	24 Absences are finalized @ 12:00 for B073024 week 1 – <i>All high exceptions must be cleared & absences approved before 10am.</i> + Time Admin is run afterward. <u>M073124 – Trial</u> + Run & review trial + Process corrections	25 <u>M073124 - FINAL</u> Confirm, Distribute & Encumb run. Create ck/adv files	26 Pay Day – B071624 Run Reallocation Process. Off-cycle for MF/BF072624 Run your final reports for M073124 ePAR cutoff for B073024	27
28	29	30 B073024 – Period ends & paylines are created	31 Absences are finalized @ 12:00 for B073024 week 2 – <i>All high exceptions must be cleared & absences approved before 10am.</i> + Time Admin is run afterward.	Time Admin: Runs Daily: 8am 3pm 10 pm Monthly@10am Off-Cycles: MF/BF070924 pay date 07/15/24 MF/BF072624 pay date 08/01/24		

August 2024

◀ July	August 2024						September ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
Time Admin: Runs Daily: 8am 3pm 10 pm Monthly@10am	Off-Cycles: MF/BF080624 pay date 08/15/24 MF/BF080624 pay date 09/02/24			1 Pay Day – MF/BF072624 & M073124 B073024 – Initial Trial + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00	2 B073024 - 2nd Trial Last corrections by 2:00 TL Last Load @ 5:00. + Time Admin runs at 12:00 & 3:00 Run Reallocation Process.	3	
4	5 B073024 - FINAL Confirm, Distribute & Encumb run. Create ck/adv files	6 Run your final reports for B073024 Run Leave Accruals Off-cycle for MF/BF080624	7 Absences are finalized @ 12:00 for B081324 week 1 – All high exceptions must be cleared & absences approved before 10am. + Time Admin is run afterward.	8	9 Pay Day – B073024 Run Reallocation Process. ePAR cutoff for B081324	10	
11	12	13 B081324 – Period ends & paylines are created	14 Absences are finalized @ 12:00 for B081324 week 2 – All high exceptions must be cleared & absences approved before 10am. + Time Admin is run afterward.	15 Pay Day – MF/BF080624 B081324 – Initial Trial + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00	16 B081324 - 2nd Trial Last corrections by 2:00 TL Last Load @ 5:00. + Time Admin runs at 12:00 & 3:00 Run Reallocation Process. ePAR cutoff for M083124	17	
18	19 B081324 - FINAL Confirm, Distribute & Encumb run. Create ck/adv files	20 Run your final reports for B081324 M083124 Paylines are created. Absences are finalized @ 10am for M083124 approve before 12:00. – All high exceptions must be cleared & absences approved before 12:00. + Time Admin is run afterward	21 Absences are finalized @ 12:00 for B082724 week 1 – All high exceptions must be cleared & absences approved before 10am. + Time Admin is run afterward.	22 M083124 – Trial + Run & review trial + Process corrections	23 Pay Day – B081324 M083124 - FINAL Confirm, Distribute & Encumb run. Create ck/adv files Run Reallocation Process. ePAR cutoff for B082724	24	
25	26 Off-cycle for MF/BF082624 Run your final reports for M083124	27 B082724 – Period ends & paylines are created	28 Absences are finalized @ 12:00 for B082724 week 2 – All high exceptions must be cleared & absences approved before 10am. + Time Admin is run afterward.	29 B082724 – Initial Trial + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00	30 B082724 - 2nd Trial Last corrections by 2:00 TL Last Load @ 5:00. + Time Admin runs at 12:00 & 3:00 Run Reallocation Process.	31 Note: August 2024 ends the FY24. Please be prepared for unique payroll process schedules.	