

September 2019						
◀ August						October ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 Pay Day – M083119 Run Leave Accruals HOLIDAY	3 B090319 – Period ends & paylines are created. M083119 – FINAL – No Trial Confirm, Distribute & Encumb run. Create ck/adv files.	4 Absences are finalized @ 12:00 for B090319 week 2 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards.	5 B090319 – Initial Trial + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00	6 Run Reallocation Process. B090319 – 2nd Trial Last corrections by 2:00 TL Last Load @ 5:00. + Time Admin runs at 12:00 & 3:00	7
8	9 B090319 - FINAL Confirm, Distribute & Encumb run. Create ck/adv files.	10 Run your final reports for B090319. Off-cycle for MF/BF091019	11 Absences are finalized @ 12:00 for B091719 week 1 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards. Run your final reports for MF/BF091019	12	13 Pay Day – B090319 ePAR cutoff for B091719 & M093019 Run Reallocation Process.	14
15	16 Pay Day – MF/BF091019	17 B091719 – Period ends & paylines are created. M093019 – Paylines are created. Absences are finalized @ 12:00 for M093019 approve before 12:00. – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards.	18 Absences are finalized @ 12:00 for B091719 week 1 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards.	19 B091719 – Initial Trial + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00 M093019 – Trial + Run & review trial + Process corrections	20 Run Reallocation Process. B091719 - 2nd Trial Last corrections by 2:00 TL Last Load @ 5:00. + Time Admin runs at 12:00 & 3:00	21
22	23 B091719 - FINAL Confirm, Distribute & Encumb run. Create ck/adv files.	24 Run your final reports for B091719 M093019 - FINAL Confirm, Distribute & Encumb run. Create ck/adv files. Off-cycle for MF/BF092419	25 Absences are finalized @ 12:00 for B100119 week 1 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards. Run your final reports for M093019 Run your final reports for MF/BF092419	26	27 Pay Day – B091719 ePAR cutoff for B100119 Run Reallocation Process.	28
29	30	Time Admin Runs Daily Biweekly: 5:45 am 10:00 pm Monthly: 10:00 am				

October 2019						
◀ September						November ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
Time Admin Runs Daily Biweekly: 5:45 am 10:00 pm Monthly: 10:00 am		1 Pay Day – M093019 & MF/BF092419 B100119 – Period ends & paylines are created. Run Leave Accruals	2 Absences are finalized @ 12:00 for B100119 week 2 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards.	3 <u>B100119 – Initial Trial</u> + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00	4 Run Reallocation Process. <u>B100119 – 2nd Trial</u> Last corrections by 2:00 TL Last Load @ 5:00. + Time Admin runs at 12:00 & 3:00	5
6	7 <u>B100119 - FINAL</u> Confirm, Distribute & Encumb run. Create ck/adv files.	8 Run your final reports for B100119 Off-cycle for MF/BF100819	9 Absences are finalized @ 12:00 for B101519 week 1 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards. Run your final reports for MF/BF100819	10	11 Pay Day – B100119 ePAR cutoff for B101519 Run Reallocation Process.	12
13	14	15 B101519 – Period ends & paylines are created. Pay Day – MF/BF100819	16 Absences are finalized @ 12:00 for B101519 week 2 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards.	17 <u>B101519 – Initial Trial</u> + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00 ePAR cutoff for M103119	18 Run Reallocation Process. <u>B101519 - 2nd Trial</u> Last corrections by 2:00 TL Last Load @ 5:00. + Time Admin runs at 12:00 & 3:00	19
20	21 <u>B101519 - FINAL</u> Confirm, Distribute & Encumb run. Create ck/adv files. M103119 – Paylines are created.	22 Run your final reports for B101519 Absences are finalized @ 12:00 for M103119 approve before 12:00. – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards.	23 Absences are finalized @ 12:00 for B102919 week 1 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards. <u>M103119 – Trial</u> + Run & review trial + Process corrections	24	25 Pay Day – B101519 ePAR cutoff for B102919 Run Reallocation Process. <u>M103119 - FINAL</u> Confirm, Distribute & Encumb run. Create ck/adv files.	26
27	28 Run your final reports for M103119 Off-cycle for MF/BF102819	29 B102919 – Period ends & paylines are created. Run your final reports for MF/BF102819	30 Absences are finalized @ 12:00 for B102919 week 2 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards.	31 <u>B102919 – Initial Trial</u> + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00		

November 2019						
◀ October	November 2019					December ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
<p>Time Admin Runs Daily</p> <p>Biweekly: 5:45 am 10:00 pm</p> <p>Monthly: 10:00 am</p>					<p>1</p> <p>Pay Day – M103119 & MF/BF102819</p> <p>Run Reallocation Process.</p> <p>B102919 - 2nd Trial Last corrections by 2:00 TL Last Load @ 5:00. + Time Admin runs at 12:00 & 3:00</p>	2
3	<p>4</p> <p>B102919 - FINAL Confirm, Distribute & Encumb run. Create ck/adv files. Run Leave Accruals</p>	<p>5</p> <p>Run your final reports for B102919</p>	<p>6</p> <p>Absences are finalized @ 12:00 for B111219 week 1 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards.</p>	7	<p>8</p> <p>Pay Day – B102919</p> <p>Run Reallocation Process.</p> <p>ePAR cutoff for B111219</p>	9
10	11	<p>12</p> <p>B111219 – Period ends & paylines are created. Off-cycle for MF/BF111219</p>	<p>13</p> <p>Absences are finalized @ 12:00 for B111219 week 2 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards. Run your final reports for MF/BF111219</p>	<p>14</p> <p>B111219 – Initial Trial + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00 ePAR cutoff for M113019</p>	<p>15</p> <p>Pay Day – MF/BF111219</p> <p>Run Reallocation Process.</p> <p>B111219 - 2nd Trial Last corrections by 2:00 TL Last Load @ 5:00. + Time Admin runs at 12:00 & 3:00</p>	16
17	<p>18</p> <p>B111219 - FINAL Confirm, Distribute & Encumb run. Create ck/adv files. M113019 – Paylines are created.</p>	<p>19</p> <p>Run your final reports for B111219 Absences are finalized @ 12:00 for M113019 approve before 12:00. – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards.</p>	<p>20</p> <p>Absences are finalized @ 12:00 for B112619 week 1 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards. M113019 – Trial + Run & review trial + Process corrections</p>	21	<p>22</p> <p>Pay Day – B111219</p> <p>Run Reallocation Process.</p> <p>M113019 - FINAL Confirm, Distribute & Encumb run. Create ck/adv files. ePAR cutoff for B112619</p>	23
24	<p>25</p> <p>Run your final reports for M113019</p>	<p>26</p> <p>B112619 – Period ends & paylines are created. Off-cycle for MF/BF112619</p>	<p>27</p> <p>Absences are finalized @ 12:00 for B112619 week 2 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards. Run your final reports for MF/BF112619</p>	<p>28</p> <p>B112619 – NO TRIAL + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00 HOLIDAY</p>	<p>29</p> <p>Run Reallocation Process. HOLIDAY</p>	30

December 2019						
◀ November						January ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1 Time Admin Runs Daily Biweekly: 5:45 am 10:00 pm Monthly: 10:00 am	2 Pay Day – M113019 & MF/BF112619 <u>B112619 – Final Trial</u> <u>@ 8:00 am</u> + Run & review trial + Process corrections <u>B112619 – FINAL</u> Confirm, Distribute & Encumb run. Create ck/adv files. Run Leave Accruals	3 Run your final reports for B112619	4 Absences are finalized @ 12:00 for B121019 week 1 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards.	5	6 Pay Day – B112619 ePAR cutoff for B121019 Run Reallocation Process.	7
8	9	10 B121019 – Period ends & paylines are created. Off-cycle for MF/BF121019	11 Absences are finalized @ 12:00 for B121019 week 2 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards. Run your final reports for MF/BF121019	12 <u>B121019 – Initial Trial</u> + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00 ePAR cutoff for M123119	13 Run Reallocation Process. <u>B121019 - 2nd Trial</u> Last corrections by 2:00 TL Last Load @ 5:00. + Time Admin runs at 12:00 & 3:00	14
15	16 Pay Day – MF/BF121019 (FINAL CY off-cycle) <u>B121019 - FINAL</u> Confirm, Distribute & Encumb run. Create ck/adv files. M123119 – Paylines are created.	17 Run your final reports for B121019 Absences are finalized @ 12:00 for M123119 approve before 12:00. – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards.	18 Absences are finalized @ 12:00 for B122419 week 1 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards. ePAR cutoff for B122419 <u>M123119 – Trial</u> + Run & review trial + Process corrections	19	20 Pay Day – B121019 Run Reallocation Process. <u>M123119 - FINAL</u> Confirm, Distribute & Encumb run. Create ck/adv files.	21
22	23 HOLIDAY	24 B122419 – Period ends & paylines are created. Run your final reports for M123119	25 Absences are finalized @ 12:00 for B122419 week 2 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards.	26 <u>B122419 – NO TRIAL</u> + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00	27 Run Reallocation Process.	28
29	30 <u>B122419 - FINAL</u> Confirm, Distribute & Encumb run. Create ck/adv files. HOLIDAY	31 Run your final reports for B122419 HOLIDAY				

◀ December		January 2020					February ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
Time Admin Runs Daily Biweekly: 5:45 am 10:00 pm Monthly: 10:00 am			1 Absences are finalized @ 12:00 for B010720 week 1 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards. Run Leave Accruals HOLIDAY	2 Pay Day – M123119	3 Pay Day – B122419 ePAR cutoff for B010720 Run Reallocation Process.	4	
5	6	7 B010720 – Period ends & paylines are created. Off-cycle for MF/BF010720	8 Absences are finalized @ 12:00 for B010720 week 2 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards.	9 B010720 – Initial Trial + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00	10 Run Reallocation Process. B010720 - 2nd Trial Last corrections by 2:00 TL Last Load @ 5:00. + Time Admin runs at 12:00 & 3:00	11	
12	13 B010720 - FINAL Confirm, Distribute & Encumb run. Create ck/adv files.	14 Run your final reports for B010720	15 Pay Day – MF/BF010720 ePAR cutoff for M013120 Absences are finalized @ 12:00 for B012120 week 1 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards.	16 ePAR cutoff for B012120	17 Pay Day – B010720 Run Reallocation Process.	18	
19	20 M013120 – Paylines are created. HOLIDAY	21 B012120 – Period ends & paylines are created. Absences are finalized @ 12:00 for M013120 approve before 12:00. – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards.	22 Absences are finalized @ 12:00 for B012120 week 2 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards.	23 B012120 – Initial Trial + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00 M013120 – Trial + Run & review trial + Process corrections	24 Run Reallocation Process. B012120 - 2nd Trial Last corrections by 2:00 TL Last Load @ 5:00. + Time Admin runs at 12:00 & 3:00	25	
26	27 B012120 - FINAL Confirm, Distribute & Encumb run. Create ck/adv files. M013120 - FINAL Confirm, Distribute & Encumb run. Create ck/adv files.	28 Run your final reports for B012120 & M013120 Off-cycle for MF/BF012820	29 Absences are finalized @ 12:00 for B020420 week 1 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards.	30	31 Pay Day – B012120 Run Reallocation Process. ePAR cutoff for B020420		

February 2020						
◀ January						March ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
Time Admin Runs Daily <u>Biweekly:</u> 5:45 am 10:00 pm <u>Monthly:</u> 10:00 am						1
2	3 Pay Day – M013120 & MF/BF012819 Run Leave Accruals	4 B020420 – Period ends & paylines are created.	5 Absences are finalized @ 12:00 for B020420 week 2 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards.	6 <u>B020420 – Initial Trial</u> + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00	7 Run Reallocation Process. <u>B020420 - 2nd Trial</u> Last corrections by 2:00 TL Last Load @ 5:00. + Time Admin runs at 12:00 & 3:00	8
9	10 <u>B020420 - FINAL</u> Confirm, Distribute & Encumb run. Create ck/adv files.	11 Run your final reports for B020420 Off-cycle for MF/BF021120	12 Absences are finalized @ 12:00 for B021820 week 1 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards.	13 ePAR cutoff for M022920	14 Pay Day – B020420 Run Reallocation Process. ePAR cutoff for B021820	15
16	17 Pay Day – MF/BF021120 M022920 – Paylines are created.	18 B021820 – Period ends & paylines are created. Absences are finalized @ 12:00 for M022920 approve before 12:00. – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards.	19 Absences are finalized @ 12:00 for B021820 week 2 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards.	20 <u>B021820 – Initial Trial</u> + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00 <u>M022920 – Trial</u> + Run & review trial + Process corrections	21 Run Reallocation Process. <u>B021820 - 2nd Trial</u> Last corrections by 2:00 TL Last Load @ 5:00. + Time Admin runs at 12:00 & 3:00	22
23	24 <u>B021820 - FINAL</u> Confirm, Distribute & Encumb run. Create ck/adv files. <u>M022920 - FINAL</u> Confirm, Distribute & Encumb run. Create ck/adv files.	25 Run your final reports for B021820 & M022920 Off-cycle for MF/BF022520	26 Absences are finalized @ 12:00 for B030320 week 1 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards.	27	28 Pay Day – B021820 Run Reallocation Process. ePAR cutoff for B030320	29

March 2020						
◀ February						April ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1 Time Admin Runs Daily <u>Biweekly:</u> 5:45 am 10:00 pm <u>Monthly:</u> 10:00 am	2 Pay Day – M022920 & MF/BF022520 Run Leave Accruals	3 B030320 – Period ends & paylines are created.	4 Absences are finalized @ 12:00 for B030320 week 2 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards.	5 <u>B030320 – Initial Trial</u> + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00	6 Run Reallocation Process. <u>B030320 - 2nd Trial</u> Last corrections by 2:00 TL Last Load @ 5:00. + Time Admin runs at 12:00 & 3:00	7
8	9 <u>B030320 - FINAL</u> Confirm, Distribute & Encumb run. Create ck/adv files.	10 Run your final reports for B030320 Off-cycle for MF/BF031020	11 Absences are finalized @ 12:00 for B031720 week 1 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards.	12 Run Reallocation Process. ePAR cutoff for B031720 & M033120	13 Pay Day – B030320 HOLIDAY	14
15	16 Pay Day – MF/BF030120	17 B031720 – Period ends & paylines are created. M033120 – Paylines are created.	18 Absences are finalized @ 12:00 for B031720 week 2 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards.	19 <u>B031720 – Initial Trial</u> + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00 Absences are finalized @ 12:00 for M033120 approve before 12:00. – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards.	20 Run Reallocation Process. <u>B031720 - 2nd Trial</u> Last corrections by 2:00 TL Last Load @ 5:00. + Time Admin runs at 12:00 & 3:00 <u>M033120 – Trial</u> + Run & review trial + Process corrections	21
22	23 <u>B031720 - FINAL</u> Confirm, Distribute & Encumb run. Create ck/adv files.	24 Run your final reports for B031720	25 Absences are finalized @ 12:00 for B033120 week 1 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards. <u>M033120 - FINAL</u> Confirm, Distribute & Encumb run. Create ck/adv files.	26 Off-cycle for MF/BF032620	27 Pay Day – B031720 Run Reallocation Process. ePAR cutoff for B033120	28
29	30	31 B033120 – Period ends & paylines are created				

April 2020						
◀ March						May ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
Time Admin Runs Daily Biweekly: 5:45 am 10:00 pm Monthly: 10:00 am			1 Pay Day – M033120 & MF/BF032620 Absences are finalized @ 12:00 for B033120 week 2 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards. Run Leave Accruals	2 B033120 – Initial Trial + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00	3 Run Reallocation Process. B033120 - 2nd Trial Last corrections by 2:00 TL Last Load @ 5:00. + Time Admin runs at 12:00 & 3:00	4
5	6 B033120 - FINAL Confirm, Distribute & Encumb run. Create ck/adv files.	7 Run your final reports for B033120 Off-cycle for MF/BF040720	8 Absences are finalized @ 12:00 for B041420 week 1 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards.	9	10 Pay Day – B033120 Run Reallocation Process. ePAR cutoff for B041420	11
12	13	14 B041420 – Period ends & paylines are created.	15 Pay Day – MF/BF040720 Absences are finalized @ 12:00 for B041420 week 2 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards.	16 B041420 – Initial Trial + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00 ePAR cutoff for M043019	17 Run Reallocation Process. B041420 - 2nd Trial Last corrections by 2:00 TL Last Load @ 5:00. + Time Admin runs at 12:00 & 3:00	18
19	20 B041420 - FINAL Confirm, Distribute & Encumb run. Create ck/adv files. M043020 – Paylines are created.	21 Run your final reports for B041420 Absences are finalized @ 12:00 for M043020 approve before 12:00. – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards.	22 Absences are finalized @ 12:00 for B042820 week 1 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards. M043020 – Trial + Run & review trial + Process corrections	23	24 Pay Day – B041420 Run Reallocation Process. ePAR cutoff for B042820 M043020 - FINAL Confirm, Distribute & Encumb run. Create ck/adv files.	25
26	27 Off-cycle for MF/BF042720	28 B042820 – Period ends & paylines are created.	29 Absences are finalized @ 12:00 for B042820 week 2 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards.	30 B042820 – Initial Trial + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00		

May 2020						
◀ April						June ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
Time Admin Runs Daily <u>Biweekly:</u> 5:45 am 10:00 pm <u>Monthly:</u> 10:00 am					1 Pay Day – M043020 & MF/BF042720 Run Reallocation Process. <u>B042820 - 2nd Trial</u> Last corrections by 2:00 TL Last Load @ 5:00. + Time Admin runs at 12:00 & 3:00	2
3	4 <u>B042820 - FINAL</u> Confirm, Distribute & Encumb run. Create ck/adv files.	5 Run Leave Accruals Run your final reports for B042820 Off-cycle for MF/BF050520	6 Absences are finalized @ 12:00 for B051220 week 1 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards.	7	8 Pay Day – B042820 Run Reallocation Process. ePAR cutoff for B051220	9
10	11	12 B051220 – Period ends & paylines are created.	13 Absences are finalized @ 12:00 for B051220 week 2 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards.	14 <u>B051220 – Initial Trial</u> + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00 ePAR cutoff for M053120	15 Pay Day – MF/BF050520 Run Reallocation Process. <u>B051220 - 2nd Trial</u> Last corrections by 2:00 TL Last Load @ 5:00. + Time Admin runs at 12:00 & 3:00	16
17	18 <u>B051220 - FINAL</u> Confirm, Distribute & Encumb run. Create ck/adv files. M053120 – Paylines are created.	19 Run your final reports for B051220 Absences are finalized @ 12:00 for M053120 approve before 12:00. – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards.	20 Absences are finalized @ 12:00 for B052620 week 1 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards. <u>M053120 – Trial</u> + Run & review trial + Process corrections	21 ePAR cutoff for B052620	22 Pay Day – B051220 Run Reallocation Process. <u>M053120 - FINAL</u> Confirm, Distribute & Encumb run. Create ck/adv files.	23
24	25 HOLIDAY	26 B052620 – Period ends & paylines are created. Off-cycle for MF/BF052620	27 Absences are finalized @ 12:00 for B052620 week 2 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards.	28 <u>B052620 – Initial Trial</u> + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00	29 Run Reallocation Process. <u>B052620 - 2nd Trial</u> Last corrections by 2:00 TL Last Load @ 5:00. + Time Admin runs at 12:00 & 3:00	30
31						

June 2020						
◀ May						July ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
Time Admin Runs Daily Biweekly: 5:45 am 10:00 pm Monthly: 10:00 am	1 Pay Day – M053120 & MF/BF062620 <u>B052620 - FINAL</u> Confirm, Distribute & Encumb run. Create ck/adv files.	2 Run Leave Accruals Run your final reports for B052620	3 Absences are finalized @ 12:00 for B060920 week 1 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards.	4	5 Pay Day – B052620 Run Reallocation Process. ePAR cutoff for B060920	6
7	8	9 B060920 – Period ends & paylines are created. Off-cycle for MF/BF060920	10 Absences are finalized @ 12:00 for B060920 week 2 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards.	11 <u>B060920 – Initial Trial</u> + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00	12 Run Reallocation Process. <u>B060920 - 2nd Trial</u> Last corrections by 2:00 TL Last Load @ 5:00. + Time Admin runs at 12:00 & 3:00 ePAR cutoff for M063020	13
14	15 <u>B060920 - FINAL</u> Confirm, Distribute & Encumb run. Create ck/adv files. Pay Day – MF/BF060920	16 Run your final reports for B060920 M063020 – Paylines are created.	17 Absences are finalized @ 12:00 for B062320 week 1 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards.	18 Absences are finalized @ 12:00 for M063020 approve before 12:00. – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards.	19 Pay Day – B060920 Run Reallocation Process. ePAR cutoff for B062320	20
21	22 <u>M063020 – Trial</u> + Run & review trial + Process corrections	23 B062320 – Period ends & paylines are created.	24 Absences are finalized @ 12:00 for B062320 week 2 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards. <u>M063020 - FINAL</u> Confirm, Distribute & Encumb run. Create ck/adv files.	25 <u>B062320 – Initial Trial</u> + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00 Off-cycle for MF/BF0625200	26 Run Reallocation Process. <u>B062320 - 2nd Trial</u> Last corrections by 2:00 TL Last Load @ 5:00. + Time Admin runs at 12:00 & 3:00	27
28	29 <u>B062320 - FINAL</u> Confirm, Distribute & Encumb run. Create ck/adv files.	30 Run your final reports for B062320				

July 2020						
◀ June						August ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
Time Admin Runs Daily <u>Biweekly:</u> 5:45 am 10:00 pm <u>Monthly:</u> 10:00 am			1 Pay Day – M063020 & MF/BF062620 Absences are finalized @ 12:00 for B070720 week 1 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards. Run Leave Accruals	2 Pay Day – B062320 Run Reallocation Process. ePAR cutoff for B070720	3 HOLIDAY	4
5	6 Off-cycle for MF/BF070720	7 B070720 – Period ends & paylines are created. Off-cycle for MF/BF070720	8 Absences are finalized @ 12:00 for B070720 week 1 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards.	9 <u>B070720 – Initial Trial</u> + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00	10 Run Reallocation Process. <u>B070720 - 2nd Trial</u> Last corrections by 2:00 TL Last Load @ 5:00. + Time Admin runs at 12:00 & 3:00	11
12	13 <u>B070720 - FINAL</u> Confirm, Distribute & Encumb run. Create ck/adv files.	14 Run your final reports for B070720	15 Pay Day – MF/BF070720 Absences are finalized @ 12:00 for B072120 week 1 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards.	16 ePAR cutoff for M073120	17 Pay Day – B070720 Run Reallocation Process. ePAR cutoff for B072120	18
19	20 M073120 – Paylines are created.	21 B072120 – Period ends & paylines are created. Absences are finalized @ 12:00 for M073120 approve before 12:00. – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards.	22 Absences are finalized @ 12:00 for B072120 week 2 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards.	23 <u>B072120 – Initial Trial</u> + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00 <u>M073120 – Trial</u> + Run & review trial + Process corrections	24 Run Reallocation Process. <u>B072120 - 2nd Trial</u> Last corrections by 2:00 TL Last Load @ 5:00. + Time Admin runs at 12:00 & 3:00	25
26	27 <u>B072120 - FINAL</u> Confirm, Distribute & Encumb run. Create ck/adv files. <u>M073120 - FINAL</u> Confirm, Distribute & Encumb run. Create ck/adv files.	28 Run your final reports for B071220 & M073120 Off-cycle for MF/BF072820	29 Absences are finalized @ 12:00 for B080420 week 1 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards.	30	31 Pay Day – B072120 Run Reallocation Process. ePAR cutoff for B080420	

August 2020						
◀ July						September ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
Time Admin Runs Daily <u>Biweekly:</u> 5:45 am 10:00 pm <u>Monthly:</u> 10:00 am						1
2	3 Pay Day – M073120 & MF/BF072820 Run Leave Accruals	4 B080420 – Period ends & paylines are created.	5 Absences are finalized @ 12:00 for B080420 week 2 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards.	6 <u>B080420 – Initial Trial</u> + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00	7 Run Reallocation Process. <u>B080420 - 2nd Trial</u> Last corrections by 2:00 TL Last Load @ 5:00. + Time Admin runs at 12:00 & 3:00	8
9	10 <u>B080420 - FINAL</u> Confirm, Distribute & Encumb run. Create ck/adv files.	11 Run your final reports for B080420 Off-cycle for MF/BF081120	12 Absences are finalized @ 12:00 for B081820 week 1 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards.	13 ePAR cutoff for M083120	14 Pay Day – B080420 Run Reallocation Process.	15
16	17 Pay Day – MF/BF081120 M083120 – Paylines are created.	18 B081820 – Period ends & paylines are created. Absences are finalized @ 12:00 for M083120 approve before 12:00. – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards. ePAR cutoff for B081820	19 Absences are finalized @ 12:00 for B081820 week 2 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards.	20 <u>B081820 – Initial Trial</u> + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00 <u>M083120 – Trial</u> + Run & review trial + Process corrections	21 Run Reallocation Process. <u>B081820 - 2nd Trial</u> Last corrections by 2:00 TL Last Load @ 5:00. + Time Admin runs at 12:00 & 3:00	22
23	24 <u>B081820 - FINAL</u> Confirm, Distribute & Encumb run. Create ck/adv files. <u>M083120 - FINAL</u> Confirm, Distribute & Encumb run. Create ck/adv files.	25 Run your final reports for B081820 & M083120 Off-cycle for MF/BF082520	26 Absences are finalized @ 12:00 for B090320 week 1 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards.	27	28 Pay Day – B081820 Run Reallocation Process.	29
30	31					