| [◄ August](#August_2023) | **September 2023** | [October ►](#October_2023" \o "Jump to October) |
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| **Sun** | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** |
|  |  |  |  |  | 1 **Pay Day – MF/BF0082823 & M083123*****B083123 – FINAL – NO TRIALS***Confirm, Distribute & Encumb run. Create ck/adv filesRun Reallocation Process. | 2  |
| 3  | 4 **HOLIDAY** | 5 Run Leave Accruals | 6 Absences are finalized @ 12:00 for B091223 week 1 – *All high exceptions must be cleared & absences approved before 12:00.**+Time Admin is run afterwards.*Initial Encumbrances are ran | 7  | 8 **Pay Day – B082923**Run Reallocation Process.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 12:00.**+Time Admin is run afterwards.* | 14 ***B091223 – Initial Trial***+ Run & review trial+ Process corrections+ Time Admin run at  12:00 & 3:00 | 15 **Pay Day – MF/BF0090723*****B091223 - 2nd Trial***Last corrections by 2:00TL Last Load @ 5:00.+ Time Admin runs at  12:00 & 3:00Run 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 B091223M093023 Paylines are created.Absences are finalized @ 12:00 for M093023 approve before 12:00. – *All high exceptions must be cleared & absences approved before 12:00.**+Time Admin is run afterwards.* | 20 Absences are finalized @ 12:00 for B092623 week 1 – *All high exceptions must be cleared & absences approved before 12:00.**+Time Admin is run afterwards.* | 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/BF092523Run 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 12:00.**+Time Admin is run afterwards.* | 28 ***B092623 – Initial Trial***+ Run & review trial+ Process corrections+ Time Admin run at  12:00 & 3:00 | 29 ***B092623 - 2nd Trial***Last corrections by 2:00TL Last Load @ 5:00.+ Time Admin runs at  12:00 & 3:00Run Reallocation Process. | 30  |

| [◄ September](#September_2023) | **October 2023** | [November ►](#November_2023" \o "Jump to November) |
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| **Sun** | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** |
| 1  | 2 **Pay Day – M093023*****B092623 - FINAL***Confirm, Distribute & Encumb run. Create ck/adv files | 3 Run your final reports for B092623Run Leave Accruals | 4 Absences are finalized @ 12:00 for B101023 week 1 – *All high exceptions must be cleared & absences approved before 12:00.**+Time Admin is run afterwards.* | 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 – *All high exceptions must be cleared & absences approved before 12:00.**+Time Admin is run afterwards.* | 12 ***B101023 – Initial Trial***+ Run & review trial+ Process corrections+ Time Admin run at  12:00 & 3:00 | 13 ***B101023 - 2nd Trial***Last corrections by 2:00TL Last Load @ 5:00.+ Time Admin runs at  12:00 & 3:00Run Reallocation Process.ePAR cutoff for M103123 | 14  |
| 15  | 16 **Pay Day – MF/BF100923*****B101023 - FINAL***Confirm, Distribute & Encumb run. Create ck/adv files | 17 Run your final reports for B101023M103123 Paylines are created.Absences are finalized @ 12:00 for M103123 approve before 12:00. – *All high exceptions must be cleared & absences approved before 12:00.**+Time Admin is run afterwards.* | 18 Absences are finalized @ 12:00 for B102423 week 1 – *All high exceptions must be cleared & absences approved before 12:00.**+Time Admin is run afterwards.* | 19 ***M103123 – Trial***+ Run & review trial+ Process corrections | 20 **Pay Day – B101023**Run Reallocation Process.ePAR cutoff for B102423 | 21  |
| 22  | 23 ***M103123 - FINAL***Confirm, Distribute & Encumb run. Create ck/adv files. | 24 B102423 – Period ends & paylines are createdRun your final reports for M103123Off-cycle for MF/BF102423 | 25 Absences are finalized @ 12:00 for B102423 week 2 – *All high exceptions must be cleared & absences approved before 12:00.**+Time Admin is run afterwards.* | 26 ***B102423 – Initial Trial***+ Run & review trial+ Process corrections+ Time Admin run at  12:00 & 3:00 | 27 ***B102423 - 2nd Trial***Last corrections by 2:00TL Last Load @ 5:00.+ Time Admin runs at  12:00 & 3:00Run Reallocation Process. | 28  |
| 29  | 30 ***B102423 - FINAL***Confirm, Distribute & Encumb run. Create ck/adv files | 31 Run your final reports for B102423 |  |

| [◄ October](#October_2023) | **November 2023** | [December ►](#December_2023" \o "Jump to December) |
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| **Sun** | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** |
|  |  |  | 1 **Pay Day – MF/BF102423 & M103123**Absences are finalized @ 12:00 for B110723 week 1 – *All high exceptions must be cleared & absences approved before 12:00.**+Time Admin is run afterwards.*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 – *All high exceptions must be cleared & absences approved before 12:00.**+Time Admin is run afterwards.* | 9 ***B110723 – Initial Trial***+ Run & review trial+ Process corrections+ Time Admin run at  12:00 & 3:00 | 10 ***B110723 - 2nd Trial***Last corrections by 2:00TL Last Load @ 5:00.+ Time Admin runs at  12:00 & 3:00Run 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 B110723M113023 Paylines are created.Absences are finalized @ 12:00 for M113023 approve before 12:00. – *All high exceptions must be cleared & absences approved before 12:00.**+Time Admin is run afterwards.* | 15 **Pay Day – MF/BF110623**Absences are finalized @ 12:00 for B112123 week 1 – *All high exceptions must be cleared & absences approved before 12:00.**+Time Admin is run afterwards.* | 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 createdRun your final reports for M113023 | 22 Absences are finalized @ 12:00 for B112123 week 2 – *All high exceptions must be cleared & absences approved before 12:00.**+Time Admin is run afterwards.*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 B112123Off-cycle for MF/BF112823 | 29 Absences are finalized @ 12:00 for B120523 week 1 – *All high exceptions must be cleared & absences approved before 12:00.**+Time Admin is run afterwards.* | 30  |  |

| [◄ November](#November_2023) | **December 2023** | [January ►](https://www.wincalendar.com/Holiday-Calendar/January-2024%22%20%5Co%20%22January%202024) |
| --- | --- | --- |
| **Sun** | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** |
|  |  |  |  |  | 1 **Pay Day – MF/BF112123 & M113023, B112123**Run Reallocation Process.Run Leave AccrualsePAR 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 – *All high exceptions must be cleared & absences approved before 12:00.**+Time Admin is run afterwards.* | 7 ***B120523 – Initial Trial***+ Run & review trial+ Process corrections+ Time Admin run at  12:00 & 3:00 | 8 ***B120523 - 2nd Trial***Last corrections by 2:00TL Last Load @ 5:00.+ Time Admin runs at  12:00 & 3:00Run Reallocation ProcessePAR cutoff for M123123 | 9  |
| 10  | 11 ***B120523 - FINAL***Confirm, Distribute & Encumb run. Create ck/adv files | 12 Run your final reports for B120523M123123 Paylines are created.Absences are finalized @ 12:00 for M123123 approve before 12:00. – *All high exceptions must be cleared & absences approved before 12:00.**+Time Admin is run afterwards.* | 13 Absences are finalized @ 12:00 for B121923 week 1 – *All high exceptions must be cleared & absences approved before 12:00.**+Time Admin is run afterwards.* | 14 ***M123123 – Trial***+ Run & review trial+ Process corrections | 15 **Pay Day – MF/BF120423, B120523*****M123123 - FINAL***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 – *All high exceptions must be cleared & absences approved before 12:00.**+Time Admin is run afterwards.* | 21 ***B121923 – Initial Trial – NO 2nd Trial***+ Run & review trial+ Process corrections+ Time Admin run at  12:00 & 3:00 | 22 ***B121923 - FINAL***Confirm, Distribute & Encumb run. Create ck/adv filesRun Reallocation Process.Run your final reports for B121923 | 23  |
| 24  | 25 **HOLIDAY** | 26 **HOLIDAY** | 27 Absences are finalized @ 12:00 for B010424 week 1 – *All high exceptions must be cleared & absences approved before 12:00.**+Time Admin is run afterwards.***HOLIDAY** | 28 **HOLIDAY** | 29 **Pay Day – B12193****HOLIDAY** | 30  |

| [◄ December](https://www.wincalendar.com/Holiday-Calendar/December-2023%22%20%5Co%20%22December%202023) | **January 2024** | [February ►](#February_2024" \o "Jump to February) |
| --- | --- | --- |
| **Sun** | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** |
|  | 1 **Pay Day – M123123****HOLIDAY** | 2 B010224 – Period ends & paylines are createdRun Leave Accruals | 3 Absences are finalized @ 12:00 for B010424 week 2 – *All high exceptions must be cleared & absences approved before 12:00.**+Time Admin is run afterwards.*ePAR cutoff for B010224 | 4 ***B010424 – Initial Trial***+ Run & review trial+ Process corrections+ Time Admin run at  12:00 & 3:00 | 5 ***B010424 - 2nd Trial***Last corrections by 2:00TL Last Load @ 5:00.+ Time Admin runs at  12:00 & 3:00Run Reallocation Process. | 6  |
| 7  | 8 ***B010424 - FINAL***Confirm, Distribute & Encumb run. Create ck/adv files | 9 Run your final reports for B010424Off-cycle for MF/BF010924 | 10 Absences are finalized @ 12:00 for B011624 week 1 – *All high exceptions must be cleared & absences approved before 12:00.**+Time Admin is run afterwards.* | 11 ePAR cutoff for B011624 | 12 **Pay Day – B010224**Run Reallocation Process. | 13  |
| 14  | 15 **HOLIDAY** | 16 **Pay Day – MF/BF010924**B011624 – Period ends & paylines are created | 17 Absences are finalized @ 12:00 for B0111624 week 2 – *All high exceptions must be cleared & absences approved before 12:00.**+Time Admin is run afterwards.* | 18 ***B011624 – Initial Trial***+ Run & review trial+ Process corrections+ Time Admin run at  12:00 & 3:00 | 19 ***B011624 - 2nd Trial***Last corrections by 2:00TL Last Load @ 5:00.+ Time Admin runs at  12:00 & 3:00Run Reallocation Process.ePAR cutoff for M013124 | 20  |
| 21  | 22 ***B011624 - FINAL***Confirm, Distribute & Encumb run. Create ck/adv files | 23 Run your final reports for B011624M013124 Paylines are created.Absences are finalized @ 12:00 for M013124 approve before 12:00. – *All high exceptions must be cleared & absences approved before 12:00.**+Time Admin is run afterwards.* | 24 ***M013124 – Trial***+ Run & review trial+ Process correctionsAbsences are finalized @ 12:00 for B013024 week 1 – *All high exceptions must be cleared & absences approved before 12:00.**+Time Admin is run afterwards.* | 25 ***M013124 - FINAL***Confirm, Distribute & Encumb run. Create ck/adv files  | 26 **Pay Day – B011624**Run Reallocation Process.Run your final reports for M013124ePAR 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 – *All high exceptions must be cleared & absences approved before 12:00.**+Time Admin is run afterwards.* |  |

| [◄ January](#January_2024) | **February 2024** | [March ►](#March_2024" \o "Jump to March) |
| --- | --- | --- |
| **Sun** | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** |
|  |  |  |  | 1 **Pay Day – MF/BF012924 & M013124*****B013024 – Initial Trial***+ Run & review trial+ Process corrections+ Time Admin run at  12:00 & 3:00 | 2 ***B013024 - 2nd Trial***Last corrections by 2:00TL Last Load @ 5:00.+ Time Admin runs at  12:00 & 3:00Run Reallocation Process. | 3  |
| 4  | 5 ***B013024 - FINAL***Confirm, Distribute & Encumb run. Create ck/adv files | 6 Run your final reports for B013024Run Leave AccrualsOff-cycle for MF/BF02064 | 7 Absences are finalized @ 12:00 for B021324 week 1 – *All high exceptions must be cleared & absences approved before 12:00.**+Time Admin is run afterwards.* | 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 – *All high exceptions must be cleared & absences approved before 12:00.**+Time Admin is run afterwards.* | 15 **Pay Day – MF/BF020624*****B021324 – Initial Trial***+ Run & review trial+ Process corrections+ Time Admin run at  12:00 & 3:00 | 16 ***B021324 - 2nd Trial***Last corrections by 2:00TL Last Load @ 5:00.+ Time Admin runs at  12:00 & 3:00Run Reallocation Process.ePAR cutoff for M022924 | 17  |
| 18  | 19 ***B021324 - FINAL***Confirm, Distribute & Encumb run. Create ck/adv files | 20 Run your final reports for B021324M022924 Paylines are created.Absences are finalized @ 12:00 for M022924 approve before 12:00. – *All high exceptions must be cleared & absences approved before 12:00.**+Time Admin is run afterwards.* | 21 Absences are finalized @ 12:00 for B022724 week 1 – *All high exceptions must be cleared & absences approved before 12:00.**+Time Admin is run afterwards.* | 22 ***M022924 – Trial***+ Run & review trial+ Process corrections | 23 **Pay Day – B021324**Run Reallocation Process.***M022924 - FINAL***Confirm, Distribute & Encumb run. Create ck/adv files ePAR cutoff for B022724 | 24  |
| 25  | 26 Off-cycle for MF/BF022624Run your final reports for M022924 | 27 B022724 – Period ends & paylines are created | 28 Absences are finalized @ 12:00 for B022724 week 2 – *All high exceptions must be cleared & absences approved before 12:00.**+Time Admin is run afterwards.* | 29 ***B022724 – Initial Trial***+ Run & review trial+ Process corrections+ Time Admin run at  12:00 & 3:00 |  |

| [◄ February](#February_2024) | **March 2024** | [April ►](#April_2024" \o "Jump to April) |
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| **Sun** | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** |
|  |  |  |  |  | 1 **Pay Day – MF/BF022624 & M022924*****B022724 - 2nd Trial***Last corrections by 2:00TL Last Load @ 5:00.+ Time Admin runs at  12:00 & 3:00Run Reallocation Process. | 2  |
| 3  | 4 ***B022724 - FINAL***Confirm, Distribute & Encumb run. Create ck/adv files | 5 Run your final reports for B022724Run Leave Accruals | 6 Absences are finalized @ 12:00 for B031224 week 1 – *All high exceptions must be cleared & absences approved before 12:00.**+Time Admin is run afterwards.* | 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 – *All high exceptions must be cleared & absences approved before 12:00.**+Time Admin is run afterwards.* | 14 ***B031224 – Initial Trial***+ Run & review trial+ Process corrections+ Time Admin run at  12:00 & 3:00M033124 Paylines are createdAbsences are finalized @ 12:00 for M033124 approve before 12:00. – *All high exceptions must be cleared & absences approved before 12:00.**+Time Admin is run afterwards.* | 15 **Pay Day – MF/BF031124*****B031224 - 2nd Trial***Last corrections by 2:00TL Last Load @ 5:00.+ Time Admin runs at  12:00 & 3:00Run Reallocation Process.ePAR cutoff for M033124 | 16  |
| 17  | 18 ***B031224 - FINAL***Confirm, Distribute & Encumb run. Create ck/adv files***M033124 – Trial***+ Run & review trial+ Process corrections | 19 Run your final reports for B031224***M033124 - FINAL***Confirm, Distribute & Encumb run. Create ck/adv files  | 20 Absences are finalized @ 12:00 for B032624 week 1 – *All high exceptions must be cleared & absences approved before 12:00.**+Time Admin is run afterwards.* | 21  | 22 **Pay Day – B031224**Run Reallocation Process.ePAR cutoff for B032624 | 23  |
| 24  | 25 Off-cycle for MF/BF032524Run your final reports for M033124 | 26 B032624 – Period ends & paylines are created | 27 Absences are finalized @ 12:00 for B032624 week 2 – *All high exceptions must be cleared & absences approved before 12:00.**+Time Admin is run afterwards.* | 28 ***B032624 – Initial Trial***+ Run & review trial+ Process corrections+ Time Admin run at  12:00 & 3:00 | 29 ***B032624 - 2nd Trial***Last corrections by 2:00TL Last Load @ 5:00.+ Time Admin runs at  12:00 & 3:00Run Reallocation Process. | 30  |

| [◄ March](#March_2024) | **April 2024** | [May ►](#May_2024" \o "Jump to May) |
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| **Sun** | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** |
|  | 1 **Pay Day – MF/BF032524 & M033124*****B032624 - FINAL***Confirm, Distribute & Encumb run. Create ck/adv files | 2 Run your final reports for B032624Run Leave Accruals | 3 Absences are finalized @ 12:00 for B040924 week 1 – *All high exceptions must be cleared & absences approved before 12:00.**+Time Admin is run afterwards.* | 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 – *All high exceptions must be cleared & absences approved before 12:00.**+Time Admin is run afterwards.* | 11 ***B040924 – Initial Trial***+ Run & review trial+ Process corrections+ Time Admin run at  12:00 & 3:00 | 12 ***B040924 - 2nd Trial***Last corrections by 2:00TL Last Load @ 5:00.+ Time Admin runs at  12:00 & 3:00Run Reallocation Process.ePAR cutoff for M043024 | 13  |
| 14  | 15 **Pay Day – MF/BF040824*****B040924 - FINAL***Confirm, Distribute & Encumb run. Create ck/adv files | 16 Run your final reports for B040924M043024 Paylines are created.Absences are finalized @ 12:00 for M043024 approve before 12:00. – *All high exceptions must be cleared & absences approved before 12:00.**+Time Admin is run afterwards.* | 17 Absences are finalized @ 12:00 for B042324 week 1 – *All high exceptions must be cleared & absences approved before 12:00.**+Time Admin is run afterwards.* | 18 ***M043024 – Trial***+ Run & review trial+ Process corrections | 19 **Pay Day – B040924**Run Reallocation Process.ePAR cutoff for B042324 | 20  |
| 21  | 22 ***M043024 - FINAL***Confirm, Distribute & Encumb run. Create ck/adv files  | 23 B042324 – Period ends & paylines are createdOff-cycle for MF/BF042324Run your final reports for M043024 | 24 Absences are finalized @ 12:00 for B042324 week 2 – *All high exceptions must be cleared & absences approved before 12:00.**+Time Admin is run afterwards.* | 25 ***B042324 – Initial Trial***+ Run & review trial+ Process corrections+ Time Admin run at  12:00 & 3:00 | 26 ***B042324 - 2nd Trial***Last corrections by 2:00TL Last Load @ 5:00.+ Time Admin runs at  12:00 & 3:00Run Reallocation Process. | 27  |
| 28  | 29 ***B042324 - FINAL***Confirm, Distribute & Encumb run. Create ck/adv files | 30 Run your final reports for B042324 |  |

| [◄ April](#April_2024) | **May 2024** | [June ►](#June_2024" \o "Jump to June) |
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| **Sun** | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** |
|  |  |  | 1 **Pay Day – MF/BF042324 & M043024**Absences are finalized @ 12:00 for B050724 week 1 – *All high exceptions must be cleared & absences approved before 12:00.**+Time Admin is run afterwards.*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 – *All high exceptions must be cleared & absences approved before 12:00.**+Time Admin is run afterwards.* | 9 ***B050724 – Initial Trial***+ Run & review trial+ Process corrections+ Time Admin run at  12:00 & 3:00 | 10 ***B050724 - 2nd Trial***Last corrections by 2:00TL Last Load @ 5:00.+ Time Admin runs at  12:00 & 3:00Run Reallocation Process.ePAR cutoff for M053124 | 11  |
| 12  | 13 ***B050724 - FINAL***Confirm, Distribute & Encumb run. Create ck/adv files | 14 Run your final reports for B050724M053124 Paylines are created.Absences are finalized @ 12:00 for M053124 approve before 12:00. – *All high exceptions must be cleared & absences approved before 12:00.**+Time Admin is run afterwards.* | 15 **Pay Day – MF/BF050624**Absences are finalized @ 12:00 for B052124 week 1 – *All high exceptions must be cleared & absences approved before 12:00.**+Time Admin is run afterwards.* | 16 ***M053124 – Trial***+ Run & review trial+ Process corrections | 17 **Pay Day – B050724**Run Reallocation Process.ePAR cutoff for B052124 | 18  |
| 19  | 20 ***M053124 - FINAL***Confirm, Distribute & Encumb run. Create ck/adv files  | 21 B052124 – Period ends & paylines are createdRun your final reports for M053124 | 22 Absences are finalized @ 12:00 for B052124 week 2 – *All high exceptions must be cleared & absences approved before 12:00.**+Time Admin is run afterwards.* | 23 ***B052124 – Initial Trial***+ Run & review trial+ Process corrections+ Time Admin run at  12:00 & 3:00**NO 2nd Trial** | 24 ***B051224 - FINAL***Confirm, Distribute & Encumb run. Create ck/adv filesRun Reallocation Process. | 25  |
| 26  | 27 **HOLIDAY** | 28 Run your final reports for B051224Off-cycle for MF/BF052824 | 29 Absences are finalized @ 12:00 for B060424 week 1 – *All high exceptions must be cleared & absences approved before 12:00.**+Time Admin is run afterwards.* | 30  | 31 **Pay Day – B052124**Run Reallocation Process.ePAR cutoff for B060424 |  |

| [◄ May](#May_2024) | **June 2024** | [July ►](#July_2024" \o "Jump to July) |
| --- | --- | --- |
| **Sun** | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** |
|  |  |  |  |  |  | 1  |
| 2  | 3 **Pay Day – MF/BF052824 & M053124**Run Leave AccrualsOff-cycle for MF/BF060324 | 4 B060424 – Period ends & paylines are created | 5 Absences are finalized @ 12:00 for B060424 week 2 – *All high exceptions must be cleared & absences approved before 12:00.**+Time Admin is run afterwards.* | 6 ***B060424 – Initial Trial***+ Run & review trial+ Process corrections+ Time Admin run at  12:00 & 3:00 | 7 ***B060424 - 2nd Trial***Last corrections by 2:00TL Last Load @ 5:00.+ Time Admin runs at  12:00 & 3:00Run 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 B060424M063024 Paylines are created.Absences are finalized @ 12:00 for M063024 approve before 12:00. – *All high exceptions must be cleared & absences approved before 12:00.**+Time Admin is run afterwards.* | 12 Absences are finalized @ 12:00 for B061824 week 1 – *All high exceptions must be cleared & absences approved before 12:00.**+Time Admin is run afterwards.* | 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 createdRun your final reports for M063024 | 19 Absences are finalized @ 12:00 for B061824 week 2 – *All high exceptions must be cleared & absences approved before 12:00.**+Time Admin is run afterwards.***HOLIDAY** | 20 ***B061824 – Initial Trial***+ Run & review trial+ Process corrections+ Time Admin run at  12:00 & 3:00 | 21 ***B061824 - 2nd Trial***Last corrections by 2:00TL Last Load @ 5:00.+ Time Admin runs at  12:00 & 3:00Run Reallocation Process. | 22  |
| 23  | 24 ***B061824 - FINAL***Confirm, Distribute & Encumb run. Create ck/adv files | 25 Run your final reports for B061824Off-cycle for MF/BF062524 | 26 Absences are finalized @ 12:00 for B070224 week 1 – *All high exceptions must be cleared & absences approved before 12:00.**+Time Admin is run afterwards.* | 27  | 28 **Pay Day – B061824**Run Reallocation Process.ePAR cutoff for B070224 | 29  |
| 30  |  |

| [◄ June](#June_2024) | **July 2024** | [August ►](#August_2024" \o "Jump to August) |
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| **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 – *All high exceptions must be cleared & absences approved before 12:00.**+Time Admin is run afterwards.* | 4 **HOLIDAY** | 5 ***B070224 – Initial Trial***+ Run & review trial+ Process corrections+ Time Admin run at  12:00 & 3:00**NO 2nd Trial**Run Reallocation Process. | 6  |
| 7  | 8 ***B070224 - FINAL***Confirm, Distribute & Encumb run. Create ck/adv files | 9 Run your final reports for B070224Off-cycle for MF/BF070924 | 10 Absences are finalized @ 12:00 for B071624 week 1 – *All high exceptions must be cleared & absences approved before 12:00.**+Time Admin is run afterwards.* | 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 – *All high exceptions must be cleared & absences approved before 12:00.**+Time Admin is run afterwards.* | 18 ***B071624 – Initial Trial***+ Run & review trial+ Process corrections+ Time Admin run at  12:00 & 3:00 | 19 ***B071624 - 2nd Trial***Last corrections by 2:00TL Last Load @ 5:00.+ Time Admin runs at  12:00 & 3:00Run Reallocation Process.ePAR cutoff for M073124 | 20  |
| 21  | 22 ***B071624 - FINAL***Confirm, Distribute & Encumb run. Create ck/adv files | 23 Run your final reports for B071624M073124 Paylines are created.Absences are finalized @ 12:00 for M073124 approve before 12:00. – *All high exceptions must be cleared & absences approved before 12:00.**+Time Admin is run afterwards* | 24 Absences are finalized @ 12:00 for B073024 week 1 – *All high exceptions must be cleared & absences approved before 12:00.**+Time Admin is run afterwards.****M073124 – Trial***+ Run & review trial+ Process corrections | 25 ***M073124 - FINAL***Confirm, Distribute & Encumb run. Create ck/adv files  | 26 **Pay Day – B071624**Run Reallocation Process.Off-cycle for MF/BF072624Run your final reports for M073124ePAR cutoff for B073024 | 27  |
| 28  | 29  | 30 B073024 – Period ends & paylines are created | 31 Absences are finalized @ 12:00 for B073024 week 2 – *All high exceptions must be cleared & absences approved before 12:00.**+Time Admin is run afterwards.* |  |

| [◄ July](#July_2024) | **August 2024** | [September ►](#September_2024" \o "Jump to September) |
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| **Sun** | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** |
|  |  |  |  | 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 2:00TL Last Load @ 5:00.+ Time Admin runs at  12:00 & 3:00Run Reallocation Process. | 3  |
| 4  | 5 ***B073024 - FINAL***Confirm, Distribute & Encumb run. Create ck/adv files | 6 Run your final reports for B073024Run Leave AccrualsOff-cycle for MF/BF080624 | 7 Absences are finalized @ 12:00 for B081324 week 1 – *All high exceptions must be cleared & absences approved before 12:00.**+Time Admin is run afterwards.* | 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 12:00.**+Time Admin is run afterwards.* | 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 2:00TL Last Load @ 5:00.+ Time Admin runs at  12:00 & 3:00Run 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 B081324M083124 Paylines are created.Absences are finalized @ 12:00 for M083124 approve before 12:00. – *All high exceptions must be cleared & absences approved before 12:00.**+Time Admin is run afterwards* | 21 Absences are finalized @ 12:00 for B082724 week 1 – *All high exceptions must be cleared & absences approved before 12:00.**+Time Admin is run afterwards.* | 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/BF082624Run 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 12:00.**+Time Admin is run afterwards.* | 29 ***B082724 – Initial Trial***+ Run & review trial+ Process corrections+ Time Admin run at  12:00 & 3:00 | 30 ***B082724 - 2nd Trial***Last corrections by 2:00TL Last Load @ 5:00.+ Time Admin runs at  12:00 & 3:00Run Reallocation Process. | 31  |