

September 2021						
◀ August						October ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 Pay Day – M083121 & MF/BF082621 Absences are finalized @ 12:00 for B083121 week 2 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards. Run Leave Accruals	2 B083121 – Initial Trial + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00	3 B083121 – FINAL – NO TRIAL Confirm, Distribute & Encumb run. Create ck/adv files + No 2 nd Trial Run Reallocation Process.	
5	6 HOLIDAY	7 FY22 Initial Encumbrances Run your final reports for B083121	8 Absences are finalized @ 12:00 for B091421 week 1 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards.	9 Off-cycle for MF/BF090921	10 Pay Day – B083121 Run Reallocation Process. ePAR cutoff for B091421.	11
12	13	14 B091421 – Period ends & paylines are created.	15 Pay Day – MF/BF090921 Absences are finalized @ 12:00 for B091421 week 2 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards.	16 B091421 – Initial Trial + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00	17 B091421 – 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 M093021.	18
19	20 B091421 - FINAL Confirm, Distribute & Encumb run. Create ck/adv files Monthly Maintenance Encumbrances are run	21 Run your final reports for B091421 M093021 Paylines are created. Absences are finalized @ 12:00 for M093021 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 B092821 week 1 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards. M093021 – Trial + Run & review trial + Process corrections	23	24 Pay Day – B091421 Run Reallocation Process. M093021 - FINAL Confirm, Distribute & Encumb run. Create ck/adv files. ePAR cutoff for B092821.	25
26	27 Off-cycle for MF/BF092721	28 B092821 – Period ends & paylines are created.	29 Absences are finalized @ 12:00 for B092821 week 2 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards.	30 B092821 – Initial Trial + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00		

◀ September		October 2021					November ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
					1 Pay Day – M093021 & MF/BF092721 Run Reallocation Process.	2	
3	4 <u>B092821 - FINAL</u> Confirm, Distribute & Encumb run. Create ck/adv files Monthly Maintenance Encumbrances are run Run Leave Accruals	5 Run your final reports for B092821	6 Absences are finalized @ 12:00 for B101221 week 1 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards.	7	8 Pay Day – B092821 Run Reallocation Process. ePAR cutoff for B101221.	9	
10	11 Off-cycle for MF/BF101121	12 B101221 – Period ends & paylines are created.	13 Absences are finalized @ 12:00 for B101221 week 2 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards.	14 <u>B101221 – Initial Trial</u> + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00	15 Pay Day – MF/BF101121 <u>B101221 - 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 M103121.	16	
17	18 <u>B101221 - FINAL</u> Confirm, Distribute & Encumb run. Create ck/adv files Monthly Maintenance Encumbrances are run	19 Run your final reports for B101221 M103121 Paylines are created. Absences are finalized @ 12:00 for M103121 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 B102621 week 1 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards. <u>M103121 – Trial</u> + Run & review trial + Process corrections	21	22 Pay Day – B101221 Run Reallocation Process. <u>M103121 - FINAL</u> Confirm, Distribute & Encumb run. Create ck/adv files. ePAR cutoff for B102621.	23	
24	25 Off-cycle for MF/BF102521 Run your final reports for M103121	26 B102621 – Period ends & paylines are created.	27 Absences are finalized @ 12:00 for B102621 week 2 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards.	28 <u>B102621 – Initial Trial</u> + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00	29 <u>B102621 - 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	
31							

November 2021						
◀ October						December ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 Pay Day – M103121 & MF/BF102521 <u>B102621 - FINAL</u> Confirm, Distribute & Encumb run. Create ck/adv files Monthly Maintenance Encumbrances are run	2 Run your final reports for B102621	3 Absences are finalized @ 12:00 for B110921 week 1 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards.		5 Pay Day – B102621 Run Reallocation Process. ePAR cutoff for B110921.	
7	8	9 B110921 – Period ends & paylines are created. Off-cycle for MF/BF110921	10 Absences are finalized @ 12:00 for B110921 week 2 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards.	11 <u>B110921 – Initial Trial</u> + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00	12 <u>B110921 – 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 M113021.	13
14	15 Pay Day – MF/BF110921 <u>B110921 - FINAL</u> Confirm, Distribute & Encumb run. Create ck/adv files Monthly Maintenance Encumbrances are run	16 Run your final reports for B110921 M113021 Paylines are created. Absences are finalized @ 12:00 for M113021 approve before 12:00. – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards.	17 Absences are finalized @ 12:00 for B112321 week 1 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards.	18 <u>M113021 – Trial</u> + Run & review trial + Process corrections	19 Pay Day – B110921 Run Reallocation Process. <u>M113021 - FINAL</u> Confirm, Distribute & Encumb run. Create ck/adv files. ePAR cutoff for B112321.	20
21	22 Run your final reports for M113021	23 B112321 – Period ends & paylines are created. Off-cycle for MF/BF112321	24 Run Reallocation Process. Absences are finalized @ 12:00 for B112321 week 2 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards.	25 HOLIDAY	26 HOLIDAY	27
28	29 <u>B112321 – FINAL – NO TRIAL</u> Confirm, Distribute & Encumb run. Create ck/adv files Monthly Maintenance Encumbrances are run	30 Run your final reports for B112321				

December 2021						
◀ November						January ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 Pay Day – M113021 & MF/BF112321 Absences are finalized @ 12:00 for B120721 week 1 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards.	2	3 Pay Day – B112321 Run Reallocation Process. ePAR cutoff for B120721.	4
5	6	7 B120721 – Period ends & paylines are created. Off-cycle for MF/BF120721	8 Absences are finalized @ 12:00 for B120721 week 2 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards.	9 <u>B120721 – Initial Trial</u> + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00	10 <u>B120721 – 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 M123121.	11
12	13 <u>B120721 - FINAL</u> Confirm, Distribute & Encumb run. Create ck/adv files Monthly Maintenance Encumbrances are run	14 Run your final reports for B120721 M123121 Paylines are created.	15 Pay Day – MF/BF120721 Absences are finalized @ 12:00 for B122121 week 1 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards.	16 Absences are finalized @ 12:00 for M123121 approve before 12:00. – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards.	17 Pay Day – B120721 Run Reallocation Process. <u>M123121 – Trial</u> + Run & review trial + Process corrections ePAR cutoff for B122121.	18
19	20 <u>M123121 - FINAL</u> Confirm, Distribute & Encumb run. Create ck/adv files.	21 B12211 – Period ends & paylines are created. Run your final reports for M123121	22 Absences are finalized @ 12:00 for B122121 week 2 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards.	23 Run Reallocation Process. <u>B122121 – FINAL – NO TRIAL</u> Confirm, Distribute & Encumb run. Create ck/adv files Monthly Maintenance Encumbrances are run	24 HOLIDAY	25 HOLIDAY
26	27 HOLIDAY	28 HOLIDAY	29 Absences are finalized @ 12:00 for B010422 week 1 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards. HOLIDAY	30 HOLIDAY	31 HOLIDAY	

◀ December		January 2022					February ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
						1	
2	3	4 Pay Day – M123121 B010422 – Period ends & paylines are created. ePAR cutoff for B010422.	5 Absences are finalized @ 12:00 for B010422 week 2 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards.	6 B010422 – Initial Trial + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00	7 B010422 - FINAL Confirm, Distribute & Encumb run. Create ck/adv files Run Reallocation Process.	8	
9	10 Monthly Maintenance Encumbrances are run	11 Run your final reports for B010422 Off-cycle for MF/BF011122	12 Absences are finalized @ 12:00 for B011822 week 1 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards.	13	14 Pay Day – B010422 Run Reallocation Process. ePAR cutoff for B011822. ePAR cutoff for M013122.	15	
16	17 HOLIDAY	18 Pay Day – MF/BF011122 B011822 – Period ends & paylines are created. M013122 Paylines are created. Absences are finalized @ 12:00 for M013122 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 B011822 week 2 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards. M013122 – Trial + Run & review trial + Process corrections	20 B011822 – Initial Trial + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00	21 B011822 - 2nd Trial Last corrections by 2:00 TL Last Load @ 5:00. + Time Admin runs at 12:00 & 3:00 Run Reallocation Process. M013122 - FINAL Confirm, Distribute & Encumb run. Create ck/adv files.	22	
23	24 B011822 - FINAL Confirm, Distribute & Encumb run. Create ck/adv files Monthly Maintenance Encumbrances are run Run your final reports for M013122	25 Run your final reports for B011822 Off-cycle for MF/BF012522	26 Absences are finalized @ 12:00 for B020122 week 1 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards.	27	28 Pay Day – B011822 Run Reallocation Process. ePAR cutoff for B020122.	29	
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February 2022						
◀ January						March ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 Pay Day – M013122 & MF/BF012522 B020122 – Period ends & paylines are created.	2 Absences are finalized @ 12:00 for B020122 week 2 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards.	3 <u>B020122 – Initial Trial</u> + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00	4 <u>B020122 - 2nd Trial</u> Last corrections by 2:00 TL Last Load @ 5:00. + Time Admin runs at 12:00 & 3:00 Run Reallocation Process.	5
6	7 <u>B020122 - FINAL</u> Confirm, Distribute & Encumb run. Create ck/adv files Monthly Maintenance Encumbrances are run	8 Run your final reports for B020122 Off-cycle for MF/BF020822	9 Absences are finalized @ 12:00 for B021522 week 1 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards.	10	11 Pay Day – B020122 Run Reallocation Process. ePAR cutoff for B021522. ePAR cutoff for M022822.	12
13	14	15 Pay Day – MF/BF020822 B021522 – Period ends & paylines are created M022822 Paylines are created.. Absences are finalized @ 12:00 for M022822 approve before 12:00. – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards.	16 Absences are finalized @ 12:00 for B021522 week 2 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards. <u>M022822 – Trial</u> + Run & review trial + Process corrections	17 <u>B021522 – Initial Trial</u> + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00	18 <u>B021522 - 2nd Trial</u> Last corrections by 2:00 TL Last Load @ 5:00. + Time Admin runs at 12:00 & 3:00 Run Reallocation Process. <u>M022822 - FINAL</u> Confirm, Distribute & Encumb run. Create ck/adv files.	19
20	21 <u>B021522 - FINAL</u> Confirm, Distribute & Encumb run. Create ck/adv files Monthly Maintenance Encumbrances are run Run your final reports for M022822	22 Run your final reports for B021522 Off-cycle for MF/BF022222	23 Absences are finalized @ 12:00 for B030122 week 1 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards.	24	25 Pay Day – B021522 Run Reallocation Process. ePAR cutoff for B030122.	26
27	28					

March 2022						
◀ February						April ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 Pay Day – M022822 & MF/BF022222 B030122 – Period ends & paylines are created.	2 Absences are finalized @ 12:00 for B030122 week 2 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards.	3 <u>B030122 – Initial Trial</u> + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00	4 <u>B030122 - 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 <u>B030122 - FINAL</u> Confirm, Distribute & Encumb run. Create ck/adv files Monthly Maintenance Encumbrances are run	8 Run your final reports for B030122 Off-cycle for MF/BF030822	9 Absences are finalized @ 12:00 for B031522 week 1 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards.	10	11 Pay Day – B030122 Run Reallocation Process. ePAR cutoff for B031522.	12
13		15 Pay Day – MF/BF030822 B031522 – Period ends & paylines are created.	16 Absences are finalized @ 12:00 for B031522 week 2 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards.	17 <u>B031522 – Initial Trial</u> + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00	18 <u>B031522 - 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 M033122.	19
20	21 <u>B031522 - FINAL</u> Confirm, Distribute & Encumb run. Create ck/adv files Monthly Maintenance Encumbrances are run	22 Run your final reports for B031522 M033122 Paylines are created. Absences are finalized @ 12:00 for M033122 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 B032922 week 1 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards. <u>M033122 – Trial</u> + Run & review trial + Process corrections	24	25 Pay Day – B031522 Run Reallocation Process. <u>M033122 - FINAL</u> Confirm, Distribute & Encumb run. Create ck/adv files. ePAR cutoff for B032922.	26
27	28 Off-cycle for MF/BF032822 Run your final reports for M033122	29 B032922 – Period ends & paylines are created.	30 Absences are finalized @ 12:00 for B032922 week 2 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards.	31 <u>B032922 – Initial Trial</u> + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00		

April 2022						
◀ March						May ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 Pay Day – M033122 & MF/BF032822 <u>B032922 - 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>B032922 - FINAL</u> Confirm, Distribute & Encumb run. Create ck/adv files Monthly Maintenance Encumbrances are run	5 Run your final reports for B032922	6 Absences are finalized @ 12:00 for B041222 week 1 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards.	7	8 Pay Day – B032922 Run Reallocation Process. ePAR cutoff for B041222.	9
10	11 Off-cycle for MF/BF041122	12 B041222 – Period ends & paylines are created.	13 Absences are finalized @ 12:00 for B041222 week 2 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards.	14 <u>B041222 – Initial Trial</u> + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00	15 Pay Day – MF/BF041122 <u>B041222 - 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 M043022.	16
17	18 <u>B041222 - FINAL</u> Confirm, Distribute & Encumb run. Create ck/adv files Monthly Maintenance Encumbrances are run	19 Run your final reports for B041222 M043022 Paylines are created. Absences are finalized @ 12:00 for M043022 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 B042622 week 1 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards.	21 <u>M043022 – Trial</u> + Run & review trial + Process corrections	22 Pay Day – B041222 Run Reallocation Process. <u>M043022 - FINAL</u> Confirm, Distribute & Encumb run. Create ck/adv files. ePAR cutoff for B042622.	23
24	25 Run your final reports for B043022	26 B042622 – Period ends & paylines are created. Off-cycle for MF/BF042622	27 Absences are finalized @ 12:00 for B042622 week 2 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards.	28 <u>B042622 – Initial Trial</u> + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00	29 <u>B042622 - 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		May 2022					June ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
1	2 Pay Day – M043022 & MF/BF042622 <u>B042622 - FINAL</u> Confirm, Distribute & Encumb run. Create ck/adv files Monthly Maintenance Encumbrances are run	3 Run your final reports for B042622	4 Absences are finalized @ 12:00 for B051022 week 1 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards.	5	6 Pay Day – B042622 Run Reallocation Process. ePAR cutoff for B051022.	7	
8	9	10 B051022 – Period ends & paylines are created. Off-cycle for MF/BF051022	11 Absences are finalized @ 12:00 for B051022 week 2 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards.	12 <u>B051022 – Initial Trial</u> + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00	13 <u>B051022 - 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 M053122.	14	
15	16 Pay Day – MF/BF051022 <u>B051022 - FINAL</u> Confirm, Distribute & Encumb run. Create ck/adv files Monthly Maintenance Encumbrances are run	17 Run your final reports for B051022 M053122 Paylines are created.	18 Absences are finalized @ 12:00 for B052422 week 1 – <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 M053122 approve before 12:00. – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards.	20 Pay Day – B051022 Run Reallocation Process. <u>M053122 – Trial</u> + Run & review trial + Process corrections ePAR cutoff for B052422.	21	
22	23 <u>M053122 - FINAL</u> Confirm, Distribute & Encumb run. Create ck/adv files.	24 B052422 – Period ends & paylines are created. Off-cycle for MF/BF052422 Run your final reports for B053122	25 Absences are finalized @ 12:00 for B052422 week 2 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards.	26 <u>B052422 – Initial Trial</u> + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00	27 Run Reallocation Process. <u>B052422 - FINAL</u> Confirm, Distribute & Encumb run. Create ck/adv files Monthly Maintenance Encumbrances are run	28	
29	30 HOLIDAY	31 Run your final reports for B052422					

June 2022						
◀ May						July ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 Pay Day – M053122 & MF/BF052422 Absences are finalized @ 12:00 for B060722 week 1 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards.	2	3 Pay Day – B052422 Run Reallocation Process. ePAR cutoff for B060722.	4
5	6	7 B060722 – Period ends & paylines are created. Off-cycle for MF/BF060722	8 Absences are finalized @ 12:00 for B060722 week 2 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards.	9 <u>B060722 – Initial Trial</u> + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00	10 <u>B060722 - 2nd Trial</u> Last corrections by 2:00 TL Last Load @ 5:00. + Time Admin runs at 12:00 & 3:00 Run Reallocation Process.	11
12	13 <u>B060722 - FINAL</u> Confirm, Distribute & Encumb run. Create ck/adv files Monthly Maintenance Encumbrances are run	14 Run your final reports for B060722	15 Pay Day – MF/BF060722 Absences are finalized @ 12:00 for B062122 week 1 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards.	16 ePAR cutoff for M063022.	17 Pay Day – B060722 Run Reallocation Process. ePAR cutoff for B062122.	18
19	20 M063022 Paylines are created. Absences are finalized @ 12:00 for M063022 approve before 12:00. – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards.	21 B062122 – Period ends & paylines are created. <u>M063022 – Trial</u> + Run & review trial + Process corrections	22 Absences are finalized @ 12:00 for B062122 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 B063022	23 <u>B062122 – Initial Trial</u> + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00 <u>M063022 - FINAL</u> Confirm, Distribute & Encumb run. Create ck/adv files.	24 <u>B062122 - 2nd Trial</u> Last corrections by 2:00 TL Last Load @ 5:00. + Time Admin runs at 12:00 & 3:00 Run Reallocation Process.	25
26	27 <u>B062122 - FINAL</u> Confirm, Distribute & Encumb run. Create ck/adv files Monthly Maintenance Encumbrances are run	28 Run your final reports for B062122 Off-cycle for MF/BF062822	29 Absences are finalized @ 12:00 for B070522 week 2 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards.	30		

July 2022						
◀ June						August ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 Pay Day – M63022, B062122 & MF/BF062822 Run Reallocation Process. ePAR cutoff for B070522.	2
3	4 HOLIDAY	5 B070522 – Period ends & paylines are created.	6 Absences are finalized @ 12:00 for B070522 week 2 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards.	7 <u>B070522 – Initial Trial</u> + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00	8 <u>B070522 - 2nd Trial</u> Last corrections by 2:00 TL Last Load @ 5:00. + Time Admin runs at 12:00 & 3:00 Run Reallocation Process.	9
10	11 <u>B070522 - FINAL</u> Confirm, Distribute & Encumb run. Create ck/adv files Monthly Maintenance Encumbrances are run	12 Run your final reports for B070522 Off-cycle for MF/BF071222	13 Absences are finalized @ 12:00 for B071922 week 1 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards.	14 ePAR cutoff for M073122.	15 Pay Day – B070522 & BF/MF071222 Run Reallocation Process. ePAR cutoff for B071922.	16
17	18 M073122 Paylines are created. Absences are finalized @ 12:00 for M073122 approve before 12:00. – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards.	19 B071922 – Period ends & paylines are created. <u>M073122 – Trial</u> + Run & review trial + Process corrections	20 Absences are finalized @ 12:00 for B071922 week 2 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards.	21 <u>B071922 – Initial Trial</u> + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00 <u>M073122 - FINAL</u> Confirm, Distribute & Encumb run. Create ck/adv files.	22 <u>B071922 - 2nd Trial</u> Last corrections by 2:00 TL Last Load @ 5:00. + Time Admin runs at 12:00 & 3:00 Run Reallocation Process. Run your final reports for M073122	23
24	25 <u>B071922 - FINAL</u> Confirm, Distribute & Encumb run. Create ck/adv files Monthly Maintenance Encumbrances are run	26 Run your final reports for B071922 Off-cycle for MF/BF072622	27 Absences are finalized @ 12:00 for B080222 week 1 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards.	28	29 Pay Day – B071922 Run Reallocation Process. ePAR cutoff for B080222.	30
31						

August 2022						
◀ July						September ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 Pay Day – M073122 & MF/BF072622	2 B080222 – Period ends & paylines are created.	3 Absences are finalized @ 12:00 for B080222 week 2 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards.	4 <u>B080222 – Initial Trial</u> + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00	5 <u>B080222 - 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>B080222 - FINAL</u> Confirm, Distribute & Encumb run. Create ck/adv files Monthly Maintenance Encumbrances are run	9 Run your final reports for B080222 Off-cycle for MF/BF080922	10 Absences are finalized @ 12:00 for B081622 week 1 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards.	11	12 Pay Day – B080222 Run Reallocation Process. ePAR cutoff for B081622. ePAR cutoff for M083122.	13
14	15 Pay Day – MF/BF080222	16 B081622 – Period ends & paylines are created. M083122. Paylines are created. Absences are finalized @ 12:00 for M083122 approve before 12:00. – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards.	17 Absences are finalized @ 12:00 for B081622 week 1 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards. <u>M083122 – Trial</u> + Run & review trial + Process corrections	18 <u>B081622 – Initial Trial</u> + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00	19 <u>B081622 - 2nd Trial</u> Last corrections by 2:00 TL Last Load @ 5:00. + Time Admin runs at 12:00 & 3:00 Run Reallocation Process. <u>M083122 - FINAL</u> Confirm, Distribute & Encumb run. Create ck/adv files.	20
21	22 <u>B081622 - FINAL</u> Confirm, Distribute & Encumb run. Create ck/adv files Monthly Maintenance Encumbrances are run Run your final reports for B071922	23 Run your final reports for B081622 Off-cycle for MF/BF082322	24 Absences are finalized @ 12:00 for B083022 week 1 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards.	25	26 Pay Day – B081622 Run Reallocation Process. ePAR cutoff for B083022.	27
28	29	30 B083022 – Period ends & paylines are created.	31 Absences are finalized @ 12:00 for B083022 week 2 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards.			