

September 2022						
◀ August	September 2022					October ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 Pay Day – M083122 & MF/BF082322 <u>B083022 – Initial Trial</u> + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00	2 Run Reallocation Process. <u>B083022 - FINAL</u> Confirm, Distribute & Encumb run. Create ck/adv files	3
4	5 HOLIDAY	6 <u>B083122 – FINAL – NO TRIAL</u> Confirm, Distribute & Encumb run. Create ck/adv files Run your final reports for B083122 Run Leave Accruals	7 FY23 Initial Encumbrances Absences are finalized @ 12:00 for B091322 week 1 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards.	8 Off-cycle for MF/BF090822	9 Pay Day – B083022 Run Reallocation Process. ePAR cutoff for B091322	10
11	12	13 B091322 – Period ends & paylines are created.	14 Absences are finalized @ 12:00 for B091322 week 2 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards.	15 Pay Day – MF/BF090822 <u>B091322 – Initial Trial</u> + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00	16 <u>B091322 - 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 M093022	17
18	19 <u>B091322 - FINAL</u> Confirm, Distribute & Encumb run. Create ck/adv files Monthly Maintenance Encumbrances are run	20 Run your final reports for B091322 M093022 Paylines are created. Absences are finalized @ 12:00 for M093022 approve before 12:00. – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards.	21 Absences are finalized @ 12:00 for B092722 week 1 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards.	22 <u>M93022 – Trial</u> + Run & review trial + Process corrections	23 Pay Day – B083122 & B091322 <u>M093022 - FINAL</u> Confirm, Distribute & Encumb run. Create ck/adv files. Run Reallocation Process. ePAR cutoff for B092722	24
25	26 Run your final reports for M093022	27 B092722 – Period ends & paylines are created. Off-cycle for MF/BF092722	28 Absences are finalized @ 12:00 for B092722 week 2 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards.	29 <u>B092722 – Initial Trial</u> + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00	30 <u>B092722 - 2nd Trial</u> Last corrections by 2:00 TL Last Load @ 5:00. + Time Admin runs at 12:00 & 3:00 Run Reallocation Process.	

◀ September		October 2022					November ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
						1	
2	3 Pay Day – M093022, MF/BF092722 <u>B092722 - FINAL</u> Confirm, Distribute & Encumb run. Create ck/adv files Monthly Maintenance Encumbrances are run	4 Run your final reports for B092722 Run Leave Accruals	5 Absences are finalized @ 12:00 for B101122 week 1 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards.	6	7 Pay Day – B092722 Run Reallocation Process. ePAR cutoff for B101122	8	
9	10	11 B101122 – Period ends & paylines are created. Off-cycle for MF/BF101122	12 Absences are finalized @ 12:00 for B101122 week 2 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards.	13 <u>B101122 – Initial Trial</u> + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00	14 <u>B101122 - 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 M103122	15	
16	17 Pay Day – MF/BF101122 <u>B101122 - FINAL</u> Confirm, Distribute & Encumb run. Create ck/adv files Monthly Maintenance Encumbrances are run	18 Run your final reports for B101122 M103121 Paylines are created. Absences are finalized @ 12:00 for M103122 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 B102522 week 1 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards.	20 <u>M103122 – Trial</u> + Run & review trial + Process corrections	21 Pay Day – B101122 Run Reallocation Process. ePAR cutoff for B102522	22	
23	24 <u>M103122 - FINAL</u> Confirm, Distribute & Encumb run. Create ck/adv files.	25 B102522 – Period ends & paylines are created. Run your final reports for M103122 Off-cycle for MF/BF102522	26 Absences are finalized @ 12:00 for B102522 week 2 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards.	27 <u>B102522 – Initial Trial</u> + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00	28 <u>B102522 - 2nd Trial</u> Last corrections by 2:00 TL Last Load @ 5:00. + Time Admin runs at 12:00 & 3:00 Run Reallocation Process.	29	
30	31 <u>B102522 - FINAL</u> Confirm, Distribute & Encumb run. Create ck/adv files Monthly Maintenance Encumbrances are run						

December 2022						
◀ November						January ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 Pay Day – M113022 & MF/BF112222 Run Leave Accruals	2 Pay Day – B112222 Run Reallocation Process. ePAR cutoff for B120622	3
4	5	6 B120622 – Period ends & paylines are created. Off-cycle for MF/BF120622	7 Absences are finalized @ 12:00 for B120622 week 2 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards.	8 B120622 – Initial Trial + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00	9 B120622 – 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 M123122	10
11	12 B120622 - FINAL Confirm, Distribute & Encumb run. Create ck/adv files Monthly Maintenance Encumbrances are run	13 Run your final reports for B120622 M123122 Paylines are created.	14 Absences are finalized @ 12:00 for B122022 week 1 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards.	15 Pay Day – MF/BF120622 Absences are finalized @ 12:00 for M123122 approve before 12:00. – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards.	16 Pay Day – B120622 M123122 – Trial + Run & review trial + Process corrections Run Reallocation Process. ePAR cutoff for B122022	17
18	19 M123122 - FINAL Confirm, Distribute & Encumb run. Create ck/adv files.	20 B122022 – Period ends & paylines are created.	21 Absences are finalized @ 12:00 for B122022 week 2 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards.	22 B122022 – Initial Trial – NO 2nd Trial + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00	23 B122022 - FINAL Confirm, Distribute & Encumb run. Create ck/adv files Run Reallocation Process.	24
25	26 HOLIDAY	27 HOLIDAY	28 Absences are finalized @ 12:00 for B010323 week 1 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards. HOLIDAY	29 HOLIDAY	30 Pay Day – B122022 HOLIDAY	31

◀ December		January 2023					February ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
1	2 Pay Day – M123122 Run Leave Accruals ePAR cutoff for B010323	3 B010323 – Period ends & paylines are created.	4 Absences are finalized @ 12:00 for B010323 week 2 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards.	5 <u>B010323 – Initial Trial</u> + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00	6 <u>B010323 – 2nd Trial</u> Last corrections by 2:00 TL Last Load @ 5:00. + Time Admin runs at 12:00 & 3:00 Run Reallocation Process.	7	
8	9 <u>B010323 - FINAL</u> Confirm, Distribute & Encumb run. Create ck/adv files Monthly Maintenance Encumbrances are run	10 Run your final reports for B010323 Off-cycle for MF/BF010323	11 Absences are finalized @ 12:00 for B011723 week 1 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards.	12 ePAR cutoff for B011723 ePAR cutoff for M013123	13 Pay Day – B010323 Run Reallocation Process.	14	
15	16 HOLIDAY	17 Pay Day – MF/BF010323 B011723 – Period ends & paylines are created. M013123 Paylines are created. Absences are finalized @ 12:00 for M013123 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 B011723 week 2 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards. <u>M013123 – Trial</u> + Run & review trial + Process corrections	19 <u>B011723 – Initial Trial</u> + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00	20 <u>B011723 – 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>M013123 - FINAL</u> Confirm, Distribute & Encumb run. Create ck/adv files.	21	
22	23 <u>B011723 - FINAL</u> Confirm, Distribute & Encumb run. Create ck/adv files	24 Run your final reports for B011723 Off-cycle for MF/BF011723	25 Absences are finalized @ 12:00 for B013123 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 M013123	26	27 Pay Day – B011723 Run Reallocation Process. ePAR cutoff for B013123	28	
29	30	31 B013123 – Period ends & paylines are created.					

February 2023						
◀ January						March ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 Pay Day – M013123 & MF/BF011723 Absences are finalized @ 12:00 for B013123 week 2 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards. Run Leave Accruals	2 B013123 – Initial Trial + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00	3 B013123 - 2nd Trial Last corrections by 2:00 TL Last Load @ 5:00. + Time Admin runs at 12:00 & 3:00 Run Reallocation Process.	
5	6 B013123 - FINAL Confirm, Distribute & Encumb run. Create ck/adv files Monthly Maintenance Encumbrances are run	7 Run your final reports for B013123 Off-cycle for MF/BF013123	8 Absences are finalized @ 12:00 for B021423 week 1 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards.	9	10 Pay Day – B013123 Run Reallocation Process. ePAR cutoff for B021423 ePAR cutoff for M022823	11
12	13	14 B021423 – Period ends & paylines are created. M022823 Paylines are created.	15 Pay Day – MF/BF013123 Absences are finalized @ 12:00 for B021423 week 2 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards.	16 B021423 – Initial Trial + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00 Absences are finalized @ 12:00 for M022823 approve before 12:00. – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards.	17 B021423 - 2nd Trial Last corrections by 2:00 TL Last Load @ 5:00. + Time Admin runs at 12:00 & 3:00 Run Reallocation Process. M022823 – Trial + Run & review trial + Process corrections	18
19	20 B021423 - FINAL Confirm, Distribute & Encumb run. Create ck/adv files Monthly Maintenance Encumbrances are run	21 Run your final reports for B021423 M022823 - FINAL Confirm, Distribute & Encumb run. Create ck/adv files.	22 Absences are finalized @ 12:00 for B022823 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 M022823	23 Off-cycle for MF/BF022323	24 Pay Day – B021423 Run Reallocation Process. ePAR cutoff for B022823	25
26	27	28 B022823 – Period ends & paylines are created.				

◀ February		March 2023					▶ April
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
			1 Pay Day – M022823 & MF/BF022323 Absences are finalized @ 12:00 for B022823 week 2 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards. Run Leave Accruals	2 <u>B022823 – Initial Trial</u> + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00	3 <u>B022823 - 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 <u>B022823 - FINAL</u> Confirm, Distribute & Encumb run. Create ck/adv files Monthly Maintenance Encumbrances are run	7 Run your final reports for B022823 Off-cycle for MF/BF030723	8 Absences are finalized @ 12:00 for B031423 week 1 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards.	9	10 Pay Day – B022823 Run Reallocation Process. ePAR cutoff for B031423	11	
12	13	14 B031423 – Period ends & paylines are created.	15 Pay Day – MF/BF030723 Absences are finalized @ 12:00 for B031423 week 2 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards.	16 <u>B031423 – Initial Trial</u> + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00	17 <u>B031423 - 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 M033123	18	
19	20 <u>B031423 - FINAL</u> Confirm, Distribute & Encumb run. Create ck/adv files Monthly Maintenance Encumbrances are run	21 Run your final reports for B031423 M033123 Paylines are created. Absences are finalized @ 12:00 for M033123 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 B032823 week 2 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards.	23 <u>M033123 – Trial</u> + Run & review trial + Process corrections	24 Pay Day – B031423 <u>M033123 - FINAL</u> Confirm, Distribute & Encumb run. Create ck/adv files. Run Reallocation Process. ePAR cutoff for B032823	25	
26	27 Run your final reports for M033123	28 B032823 – Period ends & paylines are created. Off-cycle for MF/BF032823	29 Absences are finalized @ 12:00 for B032823 week 2 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards.	30 <u>B032823 – Initial Trial</u> + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00	31 <u>B032823 - 2nd Trial</u> Last corrections by 2:00 TL Last Load @ 5:00. + Time Admin runs at 12:00 & 3:00 Run Reallocation Process.		

April 2023						
◀ March						May ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3 Pay Day – M033123 & MF/BF032823 <u>B032823 - FINAL</u> Confirm, Distribute & Encumb run. Create ck/adv files Monthly Maintenance Encumbrances are run	4 Run your final reports for B032823 Run Leave Accruals	5 Absences are finalized @ 12:00 for B041123 week 1 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards.	6	7 Pay Day – B032823 Run Reallocation Process. ePAR cutoff for B041123	8
9	10	11 B041123 – Period ends & paylines are created. Off-cycle for MF/BF041123	12 Absences are finalized @ 12:00 for B041123 week 2 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards.	13 <u>B041123 – Initial Trial</u> + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00	14 <u>B041123 - 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 M043023	15
16	17 Pay Day – MF/BF041123 <u>B041123 - FINAL</u> Confirm, Distribute & Encumb run. Create ck/adv files Monthly Maintenance Encumbrances are run	18 Run your final reports for B041123 M043023 Paylines are created. Absences are finalized @ 12:00 for M043023 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 B042523 week 1 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards.	20 <u>M043023 – Trial</u> + Run & review trial + Process corrections	21 Pay Day – B041123 <u>M043023 - FINAL</u> Confirm, Distribute & Encumb run. Create ck/adv files. Run Reallocation Process. ePAR cutoff for B042523	22
23	24 Run your final reports for M043023	25 B042523 – Period ends & paylines are created. Off-cycle for MF/BF042523	26 Absences are finalized @ 12:00 for B042523 week 2 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards.	27 <u>B042523 – Initial Trial</u> + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00	28 <u>B042523 - 2nd Trial</u> Last corrections by 2:00 TL Last Load @ 5:00. + Time Admin runs at 12:00 & 3:00 Run Reallocation Process.	29
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June 2023						
◀ May						July ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 Pay Day – M053123 & MF/BF052323 Run Leave Accruals	2 Pay Day – B052323 Run Reallocation Process. ePAR cutoff for B060623	3
4	5	6 B060623 – Period ends & paylines are created. Off-cycle for MF/BF060623	7 Absences are finalized @ 12:00 for B060623 week 2 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards.	8 <u>B060623 – Initial Trial</u> + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00	9 <u>B060623 – 2nd Trial</u> Last corrections by 2:00 TL Last Load @ 5:00. + Time Admin runs at 12:00 & 3:00 Run Reallocation Process.	10
11	12 <u>B060623 - FINAL</u> Confirm, Distribute & Encumb run. Create ck/adv files Monthly Maintenance Encumbrances are run	13 Run your final reports for B060623	14 Absences are finalized @ 12:00 for B062023 week 1 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards.	15 Pay Day – MF/BF060623 ePAR cutoff for M063023	16 Pay Day – B060623 Run Reallocation Process. ePAR cutoff for B062023	17
18	19 M063023 Paylines are created. HOLIDAY	20 B062023 – Period ends & paylines are created. Absences are finalized @ 12:00 for M063023 approve before 12:00. – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards.	21 Absences are finalized @ 12:00 for B062023 week 2 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards.	22 <u>B062023 – Initial Trial</u> <u>- NO 2nd Trial</u> + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00 <u>M063023 – Trial</u> + Run & review trial + Process corrections	23 <u>B062023 - FINAL</u> Confirm, Distribute & Encumb run. Create ck/adv files Run Reallocation Process.	24
25	26 <u>M063023 - FINAL</u> Confirm, Distribute & Encumb run. Create ck/adv files. Run your final reports for B062023	27 Run your final reports for M063023 Off-cycle for MF/BF062723	28 Absences are finalized @ 12:00 for B070423 week 1 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards.	29	30 Pay Day – B062023 Run Reallocation Process. ePAR cutoff for B070423	

July 2023						
◀ June						August ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3 Pay Day – M063023 & MF/BF062723 Run Leave Accruals	4 B070423 – Period ends & paylines are created. HOLIDAY	5 Absences are finalized @ 12:00 for B070423 week 2 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards.	6 <u>B070423 – Initial Trial</u> + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00	7 <u>B070423 - 2nd Trial</u> Last corrections by 2:00 TL Last Load @ 5:00. + Time Admin runs at 12:00 & 3:00 Run Reallocation Process.	8
9	10 <u>B070423 - FINAL</u> Confirm, Distribute & Encumb run. Create ck/adv files Monthly Maintenance Encumbrances are run	11 Run your final reports for B070423 Off-cycle for MF/BF071123	12 Absences are finalized @ 12:00 for B071823 week 1 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards.	13 ePAR cutoff for M073123	14 Pay Day – B070423 Run Reallocation Process. ePAR cutoff for B071823	15
16	17 Pay Day – MF/BF071123 M073123 Paylines are created.	18 B071823 – Period ends & paylines are created. Absences are finalized @ 12:00 for M073123 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 B071823 week 2 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards.	20 <u>B071823 – Initial Trial</u> + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00 <u>M073123 – Trial</u> + Run & review trial + Process corrections	21 <u>B071823 - 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>B071823 - FINAL</u> Confirm, Distribute & Encumb run. Create ck/adv files	22
23	24 <u>M073123 - FINAL</u> Confirm, Distribute & Encumb run. Create ck/adv files	25 Run your final reports for B071823 Off-cycle for MF/BF072523	26 Absences are finalized @ 12:00 for B080123 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 M073123	27	28 Pay Day – B071823 Run Reallocation Process. ePAR cutoff for B080123	29
30	31					

August 2023						
◀ July						September ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 Pay Day – M073123 & MF/BF072523 B080123 – Period ends & paylines are created. Run Leave Accruals	2 Absences are finalized @ 12:00 for B080123 week 2 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards.	3 <u>B080123 – Initial Trial</u> + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00	4 <u>B080123 - 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>B080123 - FINAL</u> Confirm, Distribute & Encumb run. Create ck/adv files Monthly Maintenance Encumbrances are run	8 Run your final reports for B080123 Off-cycle for MF/BF080123	9 Absences are finalized @ 12:00 for B081523 week 1 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards.	10	11 Pay Day – B080123 Run Reallocation Process. ePAR cutoff for B081523	12
13	14	15 Pay Day – MF/BF080123 B081523 – Period ends & paylines are created.	16 Absences are finalized @ 12:00 for B081523 week 2 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards.	17 <u>B081523 – Initial Trial</u> + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00	18 <u>B081523 - 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 M083123	19
20	21 <u>B081523 - FINAL</u> Confirm, Distribute & Encumb run. Create ck/adv files Monthly Maintenance Encumbrances are run	22 Run your final reports for B081523 M083123 Paylines are created. Absences are finalized @ 12:00 for M083123 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 B082923 week 1 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards.	24 <u>M083123 – Trial</u> + Run & review trial + Process corrections	25 Pay Day – B081523 <u>M083123 - FINAL</u> Confirm, Distribute & Encumb run. Create ck/adv files Run Reallocation Process. ePAR cutoff for B082923	26
27	28 Run your final reports for M083123 Off-cycle for MF/BF082823	29 B082923 – Period ends & paylines are created. ePAR cutoff for B083123	30 Absences are finalized @ 12:00 for B082923 week 2 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards.	31 B083123 – Period ends & paylines are created. <u>B082923 – Initial Trial</u> + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00		