| [◄ August](#August_2022) | **September 2022** | | | | | [October ►](#October_2022" \o "Jump to October) |
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| **Sun** | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** |
|  |  |  |  | 1  **Pay Day – M083122 & MF/BF082322** | 2  ***B083122 – FINAL – NO TRIAL***  Confirm, Distribute & Encumb run.  Create ck/adv files  Run Reallocation Process. | 3 |
| 4 | 5  **HOLIDAY** | 6  FY23 Initial Encumbrances  Run your final reports for B083122  Run Leave Accruals | 7  Absences are finalized @ 12:00 for B091322 week 1 – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards.* | 8  Off-cycle for MF/BF090822 | 9  Run Reallocation Process. | 10 |
| 11 | 12 | 13  B091322 – Period ends & paylines are created. | 14  Absences are finalized @ 12:00 for B091322 week 2 – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards.* | 15  **Pay Day – MF/BF090822**  ***B091322 – Initial Trial***  + Run & review trial  + Process corrections  + Time Admin run at  12:00 & 3:00 | 16  ***B091322 - 2nd Trial***  Last corrections by 2:00  TL Last Load @ 5:00.  + Time Admin runs at  12:00 & 3:00  Run Reallocation Process. | 17 |
| 18 | 19  ***B091322 - FINAL***  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. – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards.* | 21  Absences are finalized @ 12:00 for B092722 week 1 – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards.* | 22  ***M93022 – Trial***  + Run & review trial  + Process corrections | 23  **Pay Day – B091322**  ***M093022 - FINAL***  Confirm, Distribute & Encumb run.  Create ck/adv files.  Run Reallocation Process. | 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 – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards.* | 29  ***B092722 – Initial Trial***  + Run & review trial  + Process corrections  + Time Admin run at  12:00 & 3:00 | 30  ***B092722 - 2nd Trial***  Last corrections by 2:00  TL Last Load @ 5:00.  + Time Admin runs at  12:00 & 3:00  Run Reallocation Process. |  |

| [◄ September](#September_2022) | **October 2022** | | | | | [November ►](#November_2022" \o "Jump to November) |
| --- | --- | --- | --- | --- | --- | --- |
| **Sun** | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** |
|  |  |  |  |  |  | 1 |
| 2 | 3  ***B092722 - FINAL***  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 – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards.* | 6 | 7  **Pay Day – B092722**  Run Reallocation Process. | 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 – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards.* | 13  ***B101122 – Initial Trial***  + Run & review trial  + Process corrections  + Time Admin run at  12:00 & 3:00 | 14  ***B101122 - 2nd Trial***  Last corrections by 2:00  TL Last Load @ 5:00.  + Time Admin runs at  12:00 & 3:00  Run Reallocation Process. | 15 |
| 16 | 17  **Pay Day – MF/BF101122**  ***B101122 - FINAL***  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. – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards.* | 19  Absences are finalized @ 12:00 for B102522 week 1 – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards.* | 20  ***M103122 – Trial***  + Run & review trial  + Process corrections | 21  **Pay Day – B101122**  Run Reallocation Process. | 22 |
| 23 | 24  ***M103122 - FINAL***  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 – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards.* | 27  ***B102522 – Initial Trial***  + Run & review trial  + Process corrections  + Time Admin run at  12:00 & 3:00 | 28  ***B102522 - 2nd Trial***  Last corrections by 2:00  TL Last Load @ 5:00.  + Time Admin runs at  12:00 & 3:00  Run Reallocation Process. | 29 |
| 30 | 31  ***B102522 - FINAL***  Confirm, Distribute & Encumb run.  Create ck/adv files  Monthly Maintenance Encumbrances are run |  | | | | |

| [◄ October](#October_2022) | **November 2022** | | | | | [December ►](#December_2022" \o "Jump to December) |
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| **Sun** | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** |
|  |  | 1  **Pay Day – M093022 & MF/BF102522**  Run your final reports for B102522  Run Leave Accruals | 2  Absences are finalized @ 12:00 for B110822 week 1 – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards.* | 3 | 4  **Pay Day – B0102522**  Run Reallocation Process. | 5 |
| 6 | 7 | 8  B110822 – Period ends & paylines are created.  Off-cycle for MF/BF110822 | 9  Absences are finalized @ 12:00 for B110822 week 2 – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards.* | 10  ***B110822 – Initial Trial***  + Run & review trial  + Process corrections  + Time Admin run at  12:00 & 3:00 | 11  ***B110822 - 2nd Trial***  Last corrections by 2:00  TL Last Load @ 5:00.  + Time Admin runs at  12:00 & 3:00  Run Reallocation Process. | 12 |
| 13 | 14  ***B110822 - FINAL***  Confirm, Distribute & Encumb run.  Create ck/adv files  Monthly Maintenance Encumbrances are run | 15  **Pay Day – MF/BF110822**  Run your final reports for B110822  M113022 Paylines are created.  Absences are finalized @ 12:00 for M113022 approve before 12:00. – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards.* | 16  Absences are finalized @ 12:00 for B112222 week 1 – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards.* | 17  ***M113022 – Trial***  + Run & review trial  + Process corrections | 18  **Pay Day – B110822**  Run Reallocation Process. | 19 |
| 20 | 21  ***M113022 - FINAL***  Confirm, Distribute & Encumb run.  Create ck/adv files. | 22  B112222 – Period ends & paylines are created.  Run your final reports for M113022  Off-cycle for MF/BF112222 | 23  Absences are finalized @ 12:00 for B112222 week 2 – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards.*  Run Reallocation Process. | 24  **HOLIDAY** | 25  **HOLIDAY** | 26 |
| 27 | 28  ***B112222 – FINAL – NO TRIAL***  Confirm, Distribute & Encumb run.  Create ck/adv files  Monthly Maintenance Encumbrances are run | 29  Run your final reports for B112222 | 30  Absences are finalized @ 12:00 for B120622 week 1 – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards.* |  | | |

| [◄ November](#November_2022) | **December 2022** | | | | | [January ►](https://www.wincalendar.com/Holiday-Calendar/January-2023" \o "January 2023) |
| --- | --- | --- | --- | --- | --- | --- |
| **Sun** | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** |
|  |  |  |  | 1  **Pay Day – M113022 & MF/BF112222**  Run Leave Accruals | 2  **Pay Day – B112222**  Run Reallocation Process. | 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 – *All high exceptions must be cleared & absences approved before 12:00.*  *+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. | 10 |
| 11 | 12  ***B120622 - FINAL***  Confirm, Distribute & Encumb run.  Create ck/adv files  Monthly Maintenance Encumbrances are run  Maybe move this payroll to confirm on 12/9/22 | 13  Run your final reports for B120622  M123122 Paylines are created. | 14  Absences are finalized @ 12:00 for B122022 week 1 – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards.* | 15  **Pay Day – MF/BF120622**  Absences are finalized @ 12:00 for M123122 approve before 12:00. – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards.* | 16  **Pay Day – B120622**  ***M123122 – Trial***  + Run & review trial  + Process corrections  Run Reallocation Process. | 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 – *All high exceptions must be cleared & absences approved before 12:00.*  *+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 – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards.*  **HOLIDAY** | 29  **HOLIDAY** | 30  **Pay Day – B123022**  **HOLIDAY** | 31 |

| [◄ December](https://www.wincalendar.com/Holiday-Calendar/December-2022" \o "December 2022) | **January 2023** | | | | | [February ►](#February_2023" \o "Jump to February) |
| --- | --- | --- | --- | --- | --- | --- |
| **Sun** | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** |
| 1 | 2  **Pay Day – M123122**  Run Leave Accruals | 3  B010323 – Period ends & paylines are created. | 4  Absences are finalized @ 12:00 for B010323 week 2 – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards.* | 5  ***B010323 – Initial Trial***  + Run & review trial  + Process corrections  + Time Admin run at  12:00 & 3:00 | 6  ***B010323 - 2nd Trial***  Last corrections by 2:00  TL Last Load @ 5:00.  + Time Admin runs at  12:00 & 3:00  Run Reallocation Process. | 7 |
| 8 | 9  ***B010323 - FINAL***  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 – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards.* | 12 | 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. – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards.* | 18  Absences are finalized @ 12:00 for B011723 week 2 – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards.* | 19  ***B011723 – Initial Trial***  + Run & review trial  + Process corrections  + Time Admin run at  12:00 & 3:00  ***M013123 – Trial***  + Run & review trial  + Process corrections | 20  ***B011723 - 2nd Trial***  Last corrections by 2:00  TL Last Load @ 5:00.  + Time Admin runs at  12:00 & 3:00  Run Reallocation Process. | 21 |
| 22 | 23  ***B011723 - FINAL***  Confirm, Distribute & Encumb run.  Create ck/adv files  ***M013123 - FINAL***  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 – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards.*  Run your final reports for M013123 | 26 | 27  **Pay Day – B011723**  Run Reallocation Process. | 28 |
| 29 | 30 | 31  B013123 – Period ends & paylines are created. |  | | | |

| [◄ January](#January_2023) | **February 2023** | | | | | [March ►](#March_2023" \o "Jump to March) |
| --- | --- | --- | --- | --- | --- | --- |
| **Sun** | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** |
|  |  |  | 1  **Pay Day – M013123 & MF/BF011723**  Absences are finalized @ 12:00 for B013123 week 2 – *All high exceptions must be cleared & absences approved before 12:00.*  *+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. | 4 |
| 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 – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards.* | 9 | 10  **Pay Day – B013123**  Run Reallocation Process. | 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 – *All high exceptions must be cleared & absences approved before 12:00.*  *+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. – *All high exceptions must be cleared & absences approved before 12:00.*  *+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 – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards.*  Run your final reports for M022823 | 23  Off-cycle for MF/BF022323 | 24  **Pay Day – B021423**  Run Reallocation Process. | 25 |
| 26 | 27 | 28  B022823 – Period ends & paylines are created. |  | | | |

| [◄ February](#February_2023) | **March 2023** | | | | | [April ►](#April_2023" \o "Jump to April) |
| --- | --- | --- | --- | --- | --- | --- |
| **Sun** | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** |
|  |  |  | 1  **Pay Day – M022823 & MF/BF022323**  Absences are finalized @ 12:00 for B022823 week 2 – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards.*  Run Leave Accruals | 2  ***B022823 – Initial Trial***  + Run & review trial  + Process corrections  + Time Admin run at  12:00 & 3:00 | 3  ***B022823 - 2nd Trial***  Last corrections by 2:00  TL Last Load @ 5:00.  + Time Admin runs at  12:00 & 3:00  Run Reallocation Process. | 4 |
| 5 | 6  ***B022823 - FINAL***  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 – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards.* | 9 | 10  **Pay Day – B022823**  Run Reallocation Process. | 11 |
| 12 | 13 | 14  B031423 – Period ends & paylines are created. | 15  **Pay Day – MF/BF030723**  Absences are finalized @ 12:00 for B031423 week 2 – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards.* | 16  ***B031423 – Initial Trial***  + Run & review trial  + Process corrections  + Time Admin run at  12:00 & 3:00  NO 2nd Trial available  Run Reallocation Process. | 17  **HOLIDAY** | 18 |
| 19 | 20  ***B031423 - FINAL***  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. – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards.* | 22  Absences are finalized @ 12:00 for B032823 week 2 – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards.* | 23  ***M033123 – Trial***  + Run & review trial  + Process corrections | 24  **Pay Day – B031423**  ***M033123 - FINAL***  Confirm, Distribute & Encumb run.  Create ck/adv files.  Run Reallocation Process. | 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 – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards.* | 30  ***B032823 – Initial Trial***  + Run & review trial  + Process corrections  + Time Admin run at  12:00 & 3:00 | 31  ***B032823 - 2nd Trial***  Last corrections by 2:00  TL Last Load @ 5:00.  + Time Admin runs at  12:00 & 3:00  Run Reallocation Process. |  |

| [◄ March](#March_2023) | **April 2023** | | | | | [May ►](#May_2023" \o "Jump to May) |
| --- | --- | --- | --- | --- | --- | --- |
| **Sun** | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** |
|  |  |  |  |  |  | 1 |
| 2 | 3  **Pay Day – M033123 & MF/BF032823**  ***B032823 - FINAL***  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 – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards.* | 6 | 7  **Pay Day – B032823**  Run Reallocation Process. | 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 – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards.* | 13  ***B041123 – Initial Trial***  + Run & review trial  + Process corrections  + Time Admin run at  12:00 & 3:00 | 14  ***B041123 - 2nd Trial***  Last corrections by 2:00  TL Last Load @ 5:00.  + Time Admin runs at  12:00 & 3:00  Run Reallocation Process. | 15 |
| 16 | 17  **Pay Day – MF/BF041123**  ***B041123 - FINAL***  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. – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards.* | 19  Absences are finalized @ 12:00 for B042523 week 1 – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards.* | 20  ***M043023 – Trial***  + Run & review trial  + Process corrections | 21  **Pay Day – B041123**  ***M043023 - FINAL***  Confirm, Distribute & Encumb run.  Create ck/adv files.  Run Reallocation Process. | 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 – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards.* | 27  ***B042523 – Initial Trial***  + Run & review trial  + Process corrections  + Time Admin run at  12:00 & 3:00 | 28  ***B042523 - 2nd Trial***  Last corrections by 2:00  TL Last Load @ 5:00.  + Time Admin runs at  12:00 & 3:00  Run Reallocation Process. | 29 |
| 30 |  | | | | | |

| [◄ April](#April_2023) | **May 2023** | | | | | [June ►](#June_2023" \o "Jump to June) |
| --- | --- | --- | --- | --- | --- | --- |
| **Sun** | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** |
|  | 1  **Pay Day – M043023 & MF/BF042523**  ***B042523 - FINAL***  Confirm, Distribute & Encumb run.  Create ck/adv files  Monthly Maintenance Encumbrances are run | 2  Run your final reports for B042523  Run Leave Accruals | 3  Absences are finalized @ 12:00 for B050923 week 1 – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards.* | 4 | 5  **Pay Day – B042523**  Run Reallocation Process. | 6 |
| 7 | 8 | 9  B050923 – Period ends & paylines are created.  Off-cycle for MF/BF050923 | 10  Absences are finalized @ 12:00 for B050923 week 2 – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards.* | 11  ***B050923 – Initial Trial***  + Run & review trial  + Process corrections  + Time Admin run at  12:00 & 3:00 | 12  ***B050923 - 2nd Trial***  Last corrections by 2:00  TL Last Load @ 5:00.  + Time Admin runs at  12:00 & 3:00  Run Reallocation Process. | 13 |
| 14 | 15  **Pay Day – MF/BF050923**  ***B050923 - FINAL***  Confirm, Distribute & Encumb run.  Create ck/adv files  Monthly Maintenance Encumbrances are run | 16  Run your final reports for B050923 | 17  Absences are finalized @ 12:00 for B052323 week 1 – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards.* | 18  M053123 Paylines are created.  Absences are finalized @ 12:00 for M053123 approve before 12:00. – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards.* | 19  **Pay Day – B050923**  Run Reallocation Process.  ***M053123 – Trial***  + Run & review trial  + Process corrections | 20 |
| 21 | 22  ***M053123 - FINAL***  Confirm, Distribute & Encumb run.  Create ck/adv files. | 23  B052323 – Period ends & paylines are created.  Run your final reports for M053123  Off-cycle for MF/BF052323 | 24  Absences are finalized @ 12:00 for B052323 week 2 – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards.* | 25  ***B052323 – Initial Trial – NO 2ND Trail***  + Run & review trial  + Process corrections  + Time Admin run at  12:00 & 3:00 | 26  ***B052323 - FINAL***  Confirm, Distribute & Encumb run.  Create ck/adv files  Run Reallocation Process. | 27 |
| 28 | 29  **HOLIDAY** | 30  Run your final reports for B052323 | 31  Absences are finalized @ 12:00 for B060623 week 1 – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards.* |  | | |

| [◄ May](#May_2023) | **June 2023** | | | | | [July ►](#July_2023" \o "Jump to July) |
| --- | --- | --- | --- | --- | --- | --- |
| **Sun** | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** |
|  |  |  |  | 1  **Pay Day – M053123 & MF/BF052323**  Run Leave Accruals | 2  **Pay Day – B052323**  Run Reallocation Process. | 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 – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards.* | 8  ***B060623 – Initial Trial***  + Run & review trial  + Process corrections  + Time Admin run at  12:00 & 3:00 | 9  ***B060623 - 2nd Trial***  Last corrections by 2:00  TL Last Load @ 5:00.  + Time Admin runs at  12:00 & 3:00  Run Reallocation Process. | 10 |
| 11 | 12  ***B060623 - FINAL***  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 – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards.* | 15  **Pay Day – MF/BF060623** | 16  **Pay Day – B060623**  Run Reallocation Process. | 17 |
| 18 | 19  **HOLIDAY** | 20  B062023 – Period ends & paylines are created.  M063023 Paylines are created.  Absences are finalized @ 12:00 for M063023 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 B062023 week 2 – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards.* | 22  ***B062023 – Initial Trial – NO 2nd Trial***  + Run & review trial  + Process corrections  + Time Admin run at  12:00 & 3:00  ***M063023 – Trial***  + Run & review trial  + Process corrections | 23  ***B062023 - FINAL***  Confirm, Distribute & Encumb run.  Create ck/adv files  Run Reallocation Process. | 24 |
| 25 | 26  ***M063023 - FINAL***  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 – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards.* | 29 | 30  **Pay Day – B062023**  Run Reallocation Process. |  |

| [◄ June](#June_2023) | **July 2023** | | | | | [August ►](#August_2023" \o "Jump to August) |
| --- | --- | --- | --- | --- | --- | --- |
| **Sun** | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** |
|  |  |  |  |  |  | 1 |
| 2 | 3  **Pay Day – M063023 & MF/BF062723**  Run Leave Accruals | 4  **HOLIDAY**  B070423 – Period ends & paylines are created. | 5  Absences are finalized @ 12:00 for B070423 week 2 – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards.* | 6  ***B070423 – Initial Trial***  + Run & review trial  + Process corrections  + Time Admin run at  12:00 & 3:00 | 7  ***B070423 - 2nd Trial***  Last corrections by 2:00  TL Last Load @ 5:00.  + Time Admin runs at  12:00 & 3:00  Run Reallocation Process. | 8 |
| 9 | 10  ***B070423 - FINAL***  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 – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards.* | 13 | 14  **Pay Day – B070423**  Run Reallocation Process. | 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. – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards.* | 19  Absences are finalized @ 12:00 for B071823 week 2 – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards.*  ***M073123 – Trial***  + Run & review trial  + Process corrections | 20  ***B071823 – Initial Trial***  + Run & review trial  + Process corrections  + Time Admin run at  12:00 & 3:00 | 21  ***B071823 - 2nd Trial***  Last corrections by 2:00  TL Last Load @ 5:00.  + Time Admin runs at  12:00 & 3:00  Run Reallocation Process.  ***M073123 - FINAL***  Confirm, Distribute & Encumb run.  Create ck/adv files | 22 |
| 23 | 24  ***B071823 - FINAL***  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 – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards.*  Run your final reports for M073123 | 27 | 28  **Pay Day – B071823**  Run Reallocation Process. | 29 |
| 30 | 31 |  | | | | |

| [◄ July](#July_2023) | **August 2023** | | | | | [September ►](#September_2023" \o "Jump to 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 – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards.* | 3  ***B080123 – Initial Trial***  + Run & review trial  + Process corrections  + Time Admin run at  12:00 & 3:00 | 4  ***B080123 - 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 | 7  ***B080123 - FINAL***  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 – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards.* | 10 | 11  **Pay Day – B080123**  Run Reallocation Process. | 12 |
| 13 | 14 | 15  **Pay Day – MF/BF080123**  B081523 – Period ends & paylines are created. | 16  Absences are finalized @ 12:00 for B081523 week 2 – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards.* | 17  ***B081523 – Initial Trial***  + Run & review trial  + Process corrections  + Time Admin run at  12:00 & 3:00 | 18  ***B081523 - 2nd Trial***  Last corrections by 2:00  TL Last Load @ 5:00.  + Time Admin runs at  12:00 & 3:00  Run Reallocation Process. | 19 |
| 20 | 21  ***B081523 - FINAL***  Confirm, Distribute & Encumb run.  Create ck/adv files  Monthly Maintenance Encumbrances are run | 22  Run your final reports for B081523  M083023 Paylines are created.  Absences are finalized @ 12:00 for M083123 approve before 12:00. – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards.* | 23  Absences are finalized @ 12:00 for B082923 week 1 – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards.* | 24  ***M083123 – Trial***  + Run & review trial  + Process corrections | 25  **Pay Day – B081523**  ***M083123 - FINAL***  Confirm, Distribute & Encumb run.  Create ck/adv files  Run Reallocation Process. | 26 |
| 27 | 28  Run your final reports for M083123  Off-cycle for MF/BF082823 | 29  B082923 – Period ends & paylines are created. | 30  Absences are finalized @ 12:00 for B082923 week 2 – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards.* | 31  B083123 – Period ends & paylines are created.  ***B082923 – Initial Trial***  + Run & review trial  + Process corrections  + Time Admin run at  12:00 & 3:00 |  | |