

2015	APRIL					2015
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Mar 29	Mar 30	Mar 31	1	2	3	4
			<u>Last Day Timesheet Entry: Employee/Timekeeper</u> Correct Exceptions Time Admin 10AM & 11PM Create Paysheets Preliminary Calc (No Time) Mail Off-Cycle Checks	<u>Last Day NeoGov Entry (Agencies)</u> Correct Exceptions Time Admin 10AM & 11PM Time Load Preliminary Calc Mid-Pay Period HR Change Process (PY042)	HOLIDAY Good Friday Time Admin 10AM & 11PM	Time Admin 10AM & 11PM
5	6	7	8	9	10	11
<u>Last Day Timesheet Entry: Supervisor</u> Time Admin 10AM & 11PM	<u>Last Day Timesheet Entry: Agency Central/Division TL Administrator</u> <u>Last Day HR Entry (Agencies) 4:30PM</u> Correct Exceptions Time Admin 10AM & 11PM Time Load Preliminary Calc Mid-Pay Period HR Change Process (PY042)	<u>DoHR/BA CUTOFF DAY</u> NO UPDATES TO JOB DATA (AGENCIES) Time Admin 10AM & 11PM - Last Global Time Admin Issue Lost Checks Time Load 2PM Lockout 4:30PM Preliminary Calc 4:45PM Mid-Pay Period HR Change Process (PY042) 10:45PM	<u>DoHR Processing Day</u> NO UPDATES TO JOB DATA (AGENCIES, DoHR, BA) - Lockout in Effect No Global Time Admin Last Ad Hoc Time Admin (DoHR only) Noon Agencies to approve all payable time by 1PM Final Time Load 2PM Preliminary Calc	<u>Final Calc & Confirm Day</u> NO UPDATES TO JOB DATA (AGENCIES, DoHR, BA) - Lockout in Effect No Time Admin Final Calc Confirm Absence Mgmt Processing	<u>Begin Off-Cycle Processing</u> Cutoff for Off-Cycle Actions to DoHR (Agencies) 4:30PM No Time Admin Absence Mgmt Processing	No Time Admin Absence Mgmt Processing & Balance Update
12	13	14	15	16	17	18
Time Admin 10AM & 11PM	<u>Off-Cycle Processing</u> Time Admin 10AM & 11PM Mail On-Cycle Checks	<u>Off-Cycle Processing</u> Cutoff for Off-Cycle Actions to PY (DoHR & BA) 10:30AM Time Admin 10AM & 11PM	<u>PAYDAY</u> Time Admin 10AM & 11PM Confirm Off-Cycle			

NOTES: Please note the short Off-Cycle processing period.

2015	APRIL					2015
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<p>12</p>	<p>13</p>	<p>14</p>	<p>15</p>	<p>16</p> <p>Last Day Timesheet Entry: Employee/Timekeeper</p> <p>Correct Exceptions Time Admin 10AM & 11PM</p> <p>Create Paysheets</p> <p>Preliminary Calc (No Time)</p> <p>Mail Off-Cycle Checks</p>	<p>17</p> <p>Last Day NeoGov Entry (Agencies)</p> <p>Correct Exceptions Time Admin 10AM & 11PM</p> <p>Time Load Preliminary Calc</p> <p>Mid-Pay Period HR Change Process (PY042)</p>	<p>18</p> <p>Time Admin 10AM & 11PM</p>
<p>19</p> <p>Last Day Timesheet Entry: Supervisor</p> <p>Time Admin 10AM & 11PM</p>	<p>20</p> <p>Last Day Timesheet Entry: Agency Central/Division TL Administrator</p> <p>Last Day HR Entry (Agencies) 4:30PM</p> <p>Correct Exceptions Time Admin 10AM & 11PM</p> <p>Time Load Preliminary Calc</p> <p>Mid-Pay Period HR Change Process (PY042)</p>	<p>21</p> <p>DoHR/BA CUTOFF DAY</p> <p>NO UPDATES TO JOB DATA (AGENCIES)</p> <p>Time Admin 10AM & 11PM - Last Global Time Admin</p> <p>Issue Lost Checks</p> <p>Time Load 2PM Lockout 4:30PM Preliminary Calc 4:45PM</p> <p>Mid-Pay Period HR Change Process (PY042) 10:45PM</p>	<p>22</p> <p>DoHR Processing Day</p> <p>NO UPDATES TO JOB DATA (AGENCIES, DoHR, BA) - Lockout in Effect</p> <p>No Global Time Admin Last Ad Hoc Time Admin (DoHR only) Noon</p> <p>Agencies to approve all payable time by 1PM</p> <p>Final Time Load 2PM Preliminary Calc</p>	<p>23</p> <p>Final Calc & Confirm Day</p> <p>NO UPDATES TO JOB DATA (AGENCIES, DoHR, BA) - Lockout in Effect</p> <p>No Time Admin</p> <p>Final Calc Confirm</p> <p>Absence Mgmt Processing</p>	<p>24</p> <p>Begin Off-Cycle Processing</p> <p>No Time Admin</p> <p>Absence Mgmt Processing</p>	<p>25</p> <p>No Time Admin</p> <p>Absence Mgmt Processing & Balance Update</p>
<p>26</p> <p>Time Admin 10AM & 11PM</p>	<p>27</p> <p>Off-Cycle Processing</p> <p>Cutoff for Off-Cycle Actions to DoHR (Agencies) 4:30PM</p> <p>Time Admin 10AM & 11PM</p>	<p>28</p> <p>Off-Cycle Processing</p> <p>Time Admin 10AM & 11PM</p> <p>Mail On-Cycle Checks</p>	<p>29</p> <p>Off-Cycle Processing</p> <p>Cutoff for Off-Cycle Actions to PY (DoHR & BA) 10:30AM</p> <p>Time Admin 10AM & 11PM</p>	<p>30</p> <p>PAYDAY</p> <p>Time Admin 10AM & 11PM</p> <p>Confirm Off-Cycle</p>	<p>May 01</p>	<p>May 02</p>