

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

**NOTE: Please note the short Off-Cycle processing period.**

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Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<p>15</p>	<p>16</p> <p>Correct Exceptions Time Admin 10AM &amp; 11PM</p> <p>Mail Off-Cycle Checks</p>	<p>17</p> <p><b>Last Day Timesheet Entry: Employee/Timekeeper</b></p> <p>Correct Exceptions Time Admin 10AM &amp; 11PM</p> <p>Create Paysheets</p> <p>Preliminary Calc (No Time)</p>	<p>18</p> <p><b>Last Day Timesheet Entry: Supervisor</b></p> <p><b>Last Day NeoGov Entry (Agencies)</b></p> <p>Correct Exceptions Time Admin 10AM &amp; 11PM</p> <p>Time Load Preliminary Calc</p> <p>Mid-Pay Period HR Change Process (PY042)</p>	<p>19</p> <p><b>Last Day Timesheet Entry: Agency Central/Division TL Administrator</b></p> <p><b>Last Day HR Entry (Agencies) 4:30PM</b></p> <p>Correct Exceptions Time Admin 10AM &amp; 11PM</p> <p>Issue Lost Checks</p> <p>Time Load Preliminary Calc</p> <p>Mid-Pay Period HR Change Process (PY042)</p>	<p>20</p> <p><b>DoHR/BA CUTOFF DAY</b></p> <p><b>NO UPDATES TO JOB DATA (AGENCIES)</b></p> <p>Time Admin 10AM &amp; 11PM - Last Global Time Admin</p> <p>Time Load 2PM <b>Lockout 4:30PM</b> Preliminary Calc</p> <p>Mid-Pay Period HR Change Process (PY042) 10:45PM</p>	<p>21</p> <p>No Time Admin</p> <p><b>Lockout in Effect</b></p>
<p>22</p> <p>No Time Admin</p> <p><b>Lockout in Effect</b></p>	<p>23</p> <p><b>DoHR Processing Day</b></p> <p><b>NO UPDATES TO JOB DATA (AGENCIES, DoHR, BA) - Lockout in Effect</b></p> <p>No Global Time Admin <b>Last Ad Hoc Time Admin (DoHR only) Noon</b></p> <p><b>Agencies to approve all payable time by 1PM</b></p> <p>Final Time Load 2PM Preliminary Calc 4:30PM</p>	<p>24</p> <p><b>Final Calc &amp; Confirm Day</b></p> <p><b>NO UPDATES TO JOB DATA (AGENCIES, DoHR, BA) - Lockout in Effect</b></p> <p>No Time Admin</p> <p>Final Calc Confirm</p> <p>Absence Mgmt Processing</p>	<p>25</p> <p><b>Begin Off-Cycle Processing</b></p> <p>No Time Admin</p> <p>Absence Mgmt Processing &amp; Balance Update</p>	<p>26</p> <p><b>Off-Cycle Processing</b></p> <p>Cutoff for Off-Cycle Actions to DoHR (Agencies) 4:30PM</p> <p>Time Admin 10AM &amp; 11PM</p>	<p>27</p> <p><b>Off-Cycle Processing</b></p> <p>Time Admin 10AM &amp; 11PM</p> <p>Mail On-Cycle Checks</p>	<p>28</p> <p>Time Admin 10AM &amp; 11PM</p>
<p>29</p> <p>Time Admin 10AM &amp; 11PM</p>	<p>30</p> <p><b>Off-Cycle Processing</b></p> <p>Cutoff for Off-Cycle Actions to PY (DoHR &amp; BA) 10:30AM</p> <p>Time Admin 10AM &amp; 11PM</p>	<p>31</p> <p><b>PAYDAY</b></p> <p>Time Admin 10AM &amp; 11PM</p> <p>Confirm Off-Cycle</p>	<p>Apr 01</p>	<p>Apr 02</p>	<p>Apr 03</p>	<p>Apr 04</p>