

2015	MAY						2015
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
<p>Apr 26</p>	<p>Apr 27</p>	<p>Apr 28</p>	<p>Apr 29</p>	<p>Apr 30</p>	<p>1 Correct Exceptions Time Admin 10AM & 11PM Create Paysheets Preliminary Calc (No Time) Mail Off-Cycle Checks</p>	<p>2 Time Admin 10AM & 11PM</p>	
<p>3 <u>Last Day Timesheet Entry:</u> <u>Employee/Time keeper</u> Time Admin 10AM & 11PM</p>	<p>4 <u>Last Day Timesheet Entry: Supervisor</u> <u>Last Day NeoGov Entry (Agencies)</u> Correct Exceptions Time Admin 10AM & 11PM Time Load Preliminary Calc Mid-Pay Period HR Change Process (PY042)</p>	<p>5 <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)</p>	<p>6 <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</p>	<p>7 <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</p>	<p>8 <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</p>	<p>9 No Time Admin Absence Mgmt Processing</p>	
<p>10 No Time Admin Absence Mgmt Processing & Balance Update</p>	<p>11 <u>Begin Off-Cycle Processing</u> Time Admin 10AM & 11PM</p>	<p>12 <u>Off-Cycle Processing</u> Cutoff for Off-Cycle Actions to DoHR (Agencies) 4:30PM Time Admin 10AM & 11PM</p>	<p>13 <u>Off-Cycle Processing</u> Time Admin 10AM & 11PM Mail On-Cycle Checks</p>	<p>14 <u>Off-Cycle Processing</u> Cutoff for Off-Cycle Actions to PY (DoHR & BA) 10:30AM Time Admin 10AM & 11PM</p>	<p>15 <u>PAYDAY</u> Time Admin 10AM & 11PM Confirm Off-Cycle</p>	<p>16</p>	

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10	11	12	13	14	15	16 Time Admin 10AM & 11PM	
17 Time Admin 10AM & 11PM	18 Last Day Timesheet Entry: Employee/Timekeeper Last Day Timesheet Entry: Supervisor Last Day NeoGov Entry (Agencies) Correct Exceptions Time Admin 10AM & 11PM Create Paysheets Time Load Preliminary Calc Mid-Pay Period HR Change Process (PY042) Mail Off-Cycle Checks	19 Last Day Timesheet Entry: Agency Central/Division TL Administrator Last Day HR Entry (Agencies) 4:30PM Correct Exceptions Time Admin 10AM & 11PM Time Load Preliminary Calc Mid-Pay Period HR Change Process (PY042)	20 DoHR/BA CUTOFF DAY NO UPDATES TO JOB DATA (AGENCIES) Time Admin 10AM & 11PM - Last Global Time Admin Time Load 2PM Lockout 4:30PM Preliminary Calc 4:45PM Mid-Pay Period HR Change Process (PY042) 10:45PM	21 DoHR Processing Day NO UPDATES TO JOB DATA (AGENCIES, DoHR, BA) - Lockout in Effect No Global Time Admin Last Ad Hoc Time Admin (DoHR only) Noon Issue Lost Checks Agencies to approve all payable time by 1PM Final Time Load 2PM Preliminary Calc	22 Final Calc & Confirm Day NO UPDATES TO JOB DATA (AGENCIES, DoHR, BA) - Lockout in Effect No Time Admin Final Calc Confirm Absence Mgmt Processing	23 No Time Admin Absence Mgmt Processing	
24 No Time Admin Absence Mgmt Processing & Balance Update	25 HOLIDAY Memorial Day Time Admin 10AM & 11PM	26 Begin Off-Cycle Processing Cutoff for Off-Cycle Actions to DoHR (Agencies) 4:30PM Time Admin 10AM & 11PM	27 Off-Cycle Processing Time Admin 10AM & 11PM Mail On-Cycle Checks	28 Off-Cycle Processing Cutoff for Off-Cycle Actions to PY (DoHR & BA) 10:30AM Time Admin 10AM & 11PM	29 PAYDAY Time Admin 10AM & 11PM Confirm Off-Cycle	30 Time Admin 10AM & 11PM	
31 Time Admin 10AM & 11PM	Jun 01	Jun 02	Jun 03	Jun 04	Jun 05	Jun 06	

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