

2016	JUNE					2016
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
May 29	May 30	May 31	1 <u>Last Day Timesheet Entry: Employee/Timekeeper</u>  Correct Exceptions Time Admin 10AM & 11PM  Create Paysheets  Preliminary Calc (No Time)  Mail Off-Cycle Checks	2 <u>Last Day Timesheet Entry: Supervisor</u>  Correct Exceptions Time Admin 10AM & 11PM  Time Load Preliminary Calc  Mid-Pay Period HR Change Process (PY042)	3 <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)	4 Time Admin 10AM & 11PM
5 <u>Last Day Timesheet Entry: Agency Central/Division TL Administrator</u>  Time Admin 10AM & 11PM	6 <u>DoHR/BA CUTOFF DAY</u>  <b>NO UPDATES TO JOB DATA (AGENCIES)</b>  <b>ePAF entry and approval continues</b>  Time Admin 10AM & 11PM - Last Global Time Admin  Issue Lost Checks  Time Load 2PM <b>Lockout 4:30PM</b> Preliminary Calc  Mid-Pay Period HR Change Process (PY042) 10:45PM	7 <u>DoHR Processing Day</u>  <b>NO UPDATES TO JOB DATA (AGENCIES, DoHR, BA) - Lockout in Effect</b>  <b>ePAF entry and approval continues</b>  No Global Time Admin <b>Last Ad Hoc Time Admin (DoHR only) Noon</b>  <b>Agencies to approve all payable time by 1PM</b>  Final Time Load 2PM Preliminary Calc	8 <u>Final Calc &amp; Confirm Day</u>  <b>NO UPDATES TO JOB DATA (AGENCIES, DoHR, BA) - Lockout in Effect</b>  <b>ePAF entry and approval continues</b>  No Time Admin  Final Calc Confirm  Absence Mgmt Processing	9 <u>Begin Off-Cycle Processing</u>  No Time Admin  Absence Mgmt Processing & Balance Update	10 <u>Off-Cycle Processing</u>  Cutoff for Off-Cycle Actions to DoHR (Agencies) 4:30PM  Time Admin 10AM & 11PM	11 Time Admin 10AM & 11PM
12 Time Admin 10AM & 11PM	13 <u>Off-Cycle Processing</u>  Time Admin 10AM & 11PM  Mail On-Cycle Checks	14 <u>Off-Cycle Processing</u>  Cutoff for Off-Cycle Actions to PY (DoHR & BA) 10:30AM  Time Admin 10AM & 11PM	15 <u>PAYDAY</u>  Time Admin 10AM & 11PM  Confirm Off-Cycle	16	17	18

2016	JUNE					2016
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
12 Time Admin 10AM & 11PM	13 Correct Exceptions Time Admin 10AM & 11PM  Time Load Preliminary Calc  Mid-Pay Period HR Change Process (PY042)	14 Time Admin 10AM & 11PM - Last Global Time Admin  Issue Lost Checks  Time Load 2PM <b>Lockout 4:30PM</b> Preliminary Calc  Mid-Pay Period HR Change Process (PY042) 10:45PM	15 Correct Exceptions Time Admin 10AM & 11PM  Create Paysheets  Preliminary Calc (No Time)  Mail Off-Cycle Checks	16 <b>Last Day Timesheet Entry: Employee/Timekeeper</b>  Correct Exceptions Time Admin 10AM & 11PM  Create Paysheets  Preliminary Calc (No Time)  Mail Off-Cycle Checks	17 Correct Exceptions Time Admin 10AM & 11PM  Time Load Preliminary Calc  Mid-Pay Period HR Change Process (PY042)	18 Time Admin 10AM & 11PM
19 <b>Last Day Timesheet Entry: Supervisor</b>  Time Admin 10AM & 11PM	20 <b>Last Day Timesheet Entry: Agency Central/Division TL Administrator</b>  <b>Last Day HR Entry (Agencies) 4:30PM</b>  Correct Exceptions Time Admin 10AM & 11PM  Time Load Preliminary Calc  Mid-Pay Period HR Change Process (PY042)	21 <b>DoHR/BA CUTOFF DAY</b>  <b>NO UPDATES TO JOB DATA (AGENCIES)</b>  <b>ePAF entry and approval continues</b>  Time Admin 10AM & 11PM - Last Global Time Admin  Issue Lost Checks  Time Load 2PM <b>Lockout 4:30PM</b> Preliminary Calc  Mid-Pay Period HR Change Process (PY042) 10:45PM	22 <b>DoHR Processing Day</b>  <b>NO UPDATES TO JOB DATA (AGENCIES, DoHR, BA) - Lockout in Effect</b>  <b>ePAF entry and approval continues</b>  No Global Time Admin <b>Last Ad Hoc Time Admin (DoHR only) Noon</b>  <b>Agencies to approve all payable time by 1PM</b>  Final Time Load 2PM Preliminary Calc	23 <b>Final Calc &amp; Confirm Day</b>  <b>NO UPDATES TO JOB DATA (AGENCIES, DoHR, BA) - Lockout in Effect</b>  <b>ePAF entry and approval continues</b>  No Time Admin  Final Calc Confirm  Absence Mgmt Processing	24 <b>Begin Off-Cycle Processing</b>  No Time Admin  Absence Mgmt Processing & Balance Update	25 Time Admin 10AM & 11PM
26 Time Admin 10AM & 11PM	27 <b>Off-Cycle Processing</b>  Cutoff for Off-Cycle Actions to DoHR (Agencies) 4:30PM  Time Admin 10AM & 11PM	28 <b>Off-Cycle Processing</b>  Time Admin 10AM & 11PM  Mail On-Cycle Checks	29 <b>Off-Cycle Processing</b>  Cutoff for Off-Cycle Actions to PY (DoHR & BA) 10:30AM  Time Admin 10AM & 11PM	30 <b>PAYDAY</b>  Time Admin 10AM & 11PM  Confirm Off-Cycle	Jul 01	Jul 02