| ◄ [November](http://www.wincalendar.com/Holiday-Calendar/November-2017) | **December 2017** | [January](http://www.wincalendar.com/Holiday-Calendar/January-2018) ► |
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| **Sun** | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** |
| Time Admin Runs DailyBiweekly:5:45 am10:00 pmMonthly:10:00 amAfter every Absence Process |  |  |  |  | 1 **Pay Day – M113017, MF/BF112817**Run Reallocation Process.***B112817 - 2nd Trial***Last corrections by 2:00TL Last Load @ 5:00.+ Time Admin runs at  12:00 & 3:00 | 2  |
| 3  | 4 ***B112817 - FINAL***Confirm, Distribute & Encumb run. Create ck/adv files.Run Leave Accruals | 5  | 6 Absences are finalized @ 12:00 for B121217 week 1 – *All high exceptions must be cleared & absences approved before 12:00.* | 7 M123117 – ePAR’s must be submitted & approved by today. | 8 **Pay Day – B112817**Run Reallocation Process.B121217 – ePAR’s must be submitted & approved by today. | 9  |
| 10  | 11  | 12 Off-cycle for MF/BF121217 **(Last off-cycle for CY 2017)**B121217 – Period ends & paylines are created. | 13 Absences are finalized @ 12:00 for B121217 week 2 – Approve before 12:00. – *All high exceptions must be cleared & absences approved before 12:00.**+Time Admin is run afterwards.*Run your final reports for MF/BF121217.M123117 – Paylines are created. | 14 ***B121217 – Initial Trial***+ Run & review trial+ Process corrections+ Time Admin run at  12:00 & 3:00Absences are finalized @ 12:00 for M123117 approve before 12:00. *+Time Admin is run afterwards.* | 15 **Pay Day – MF/BF112817**Run Reallocation Process.***B121217 - 2nd Trial***Last corrections by 2:00TL Last Load @ 5:00.+ Time Admin runs at  12:00 & 3:00***M123117 – Trial***+ Run & review trial+ Process corrections | 16  |
| 17  | 18 ***B121217 - FINAL***Confirm, Distribute & Encumb run. Create ck/adv files. | 19 ***M123117 - FINAL***Confirm, Distribute & Encumb run. Create ck/adv files. | 20 Absences are finalized @ 12:00 for B122617 week 1 – *All high exceptions must be cleared & absences approved before 12:00.**+Time Admin is run afterwards.* | 21 B122617 – ePAR’s must be submitted & approved by today. | 22 **Pay Day – B121217**Run Reallocation Process. | 23  |
| 24  | 25 **HOLIDAY** | 26 **HOLIDAY**B122617 – Period ends & paylines are created. | 27 **HOLIDAY**Absences are finalized @ 12:00 for B122617 week 2 – *All high exceptions must be cleared & absences approved before 12:00.* | 28 **HOLIDAY** | 29 **HOLIDAY** | 30  |
| 31  | Notes: |

| [◄ Dezember](http://www.wincalendar.com/Holiday-Calendar/December-2017%22%20%5Co%20%22December%202017) | **January 2018** | [Februar ►](#February_2018" \o "Jump to Februar) |
| --- | --- | --- |
| **Sun** | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** |
| Time Admin Runs DailyBiweekly:5:45 am10:00 pmMonthly:10:00 am | 1 **HOLIDAY** | 2 **Pay Day – M123117****HOLIDAY*****B122617 – FINAL*****No Trial** is available for this payroll. | 3 Absences are finalized @ 12:00 for B010918 week 1– *All high exceptions must be cleared & absences approved before 12:00.**+Time Admin is run afterwards.* | 4  | 5 **Pay Day – B122617**Run Reallocation Process.B010918 – ePAR’s must be submitted & approved by today. | 6  |
| 7  | 8  | 9 B010918 – Period ends & paylines are created.Off-cycle for MF/BF010918. | 10 Absences are finalized @ 12:00 for B010918 week 2 – *All high exceptions must be cleared & absences approved before 12:00.**+Time Admin is run afterwards.*Run your final reports for MF/BF010918. | 11 ***B010918 – Initial Trial***+ Run & review trial+ Process corrections+ Time Admin run at  12:00 & 3:00***B010918 - 2nd Trial***Last corrections by 4:00TL Last Load @ 5:00.+ Time Admin runs at  12:00 & 3:00 | 12 Run Reallocation Process.***B010918 - FINAL***Confirm, Distribute & Encumb run. Create ck/adv files.M013118 – ePAR’s must be submitted & approved by today. | 13  |
| 14  | 15 **HOLIDAY** | 16 Absences are finalized @ 12:00 for M013118 approve before 12:00. – *All high exceptions must be cleared & absences approved before 12:00.**+Time Admin is run afterwards.*M013118 – Paylines are created.**Pay Day – MF/BF010918** | 17 Absences are finalized @ 12:00 for B012318 week 1 – *All high exceptions must be cleared & absences approved before 12:00.**+Time Admin is run afterwards.* | 18 ***M013118 – Trial***+ Run & review trial+ Process corrections | 19 **Pay Day – B010918**Run Reallocation Process.B012318 – ePAR’s must be submitted & approved by today. | 20  |
| 21  | 22 ***M013118 - FINAL***Confirm, Distribute & Encumb run. Create ck/adv files. | 23 B012318 – Period ends & paylines are created.Off-cycle for MF/BF012318. | 24 Absences are finalized @ 12:00 for B012318 week 2 – *All high exceptions must be cleared & absences approved before 12:00.**+Time Admin is run afterwards.*Run your final reports for MF/BF012318. | 25 ***B012318 – Initial Trial***+ Run & review trial+ Process corrections+ Time Admin run at  12:00 & 3:00 | 26 Run Reallocation Process.***B012318 - 2nd Trial***Last corrections by 2:00TL Last Load @ 5:00.+ Time Admin runs at  12:00 & 3:00 | 27  |
| 28  | 29 ***B012318 - FINAL***Confirm, Distribute & Encumb run. Create ck/adv files. | 30  | 31 Absences are finalized @ 12:00 for B020618 week 1 – *All high exceptions must be cleared & absences approved before 12:00.**+Time Admin is run afterwards.* | Time Admin run after every Absence Process |

| [◄ Januar](#January_2018) | **February 2018** | [März ►](#March_2018" \o "Jump to März) |
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| **Sun** | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** |
| Time Admin Runs DailyBiweekly:5:45 am10:00 pmMonthly:10:00 am |  |  |  | 1 **Pay Day – M013118, MF/BF012318** | 2 **Pay Day – B012318**Run Reallocation Process.B020618 – ePAR’s must be submitted & approved by today. | 3  |
| 4  | 5  | 6 B020618 – Period ends & paylines are created.Off-cycle for MF/BF020618. | 7 Absences are finalized @ 12:00 for B020618 week 2 – *All high exceptions must be cleared & absences approved before 12:00.**+Time Admin is run afterwards.*Run your final reports for MF/BF020618. | 8 ***B020618 – Initial Trial***+ Run & review trial+ Process corrections+ Time Admin run at  12:00 & 3:00 | 9 Run Reallocation Process.***B020618 - 2nd Trial***Last corrections by 2:00TL Last Load @ 5:00.+ Time Admin runs at  12:00 & 3:00M022818 – ePAR’s must be submitted & approved by today. | 10  |
| 11  | 12 ***B020618 - FINAL***Confirm, Distribute & Encumb run. Create ck/adv files. | 13 Absences are finalized @ 12:00 for M022818 approve before 12:00. – *All high exceptions must be cleared & absences approved before 12:00.**+Time Admin is run afterwards.*M022818 – Paylines are created. | 14 Absences are finalized @ 12:00 for B022018 week 1 – *All high exceptions must be cleared & absences approved before 12:00.**+Time Admin is run afterwards.* | 15 ***M022818 – Trial***+ Run & review trial+ Process corrections**Pay Day – MF/BF020618** | 16 **Pay Day – B020618**Run Reallocation Process.B022018 – ePAR’s must be submitted & approved by today. | 17  |
| 18  | 19 ***M022818 - FINAL***Confirm, Distribute & Encumb run. Create ck/adv files. | 20 B022018 – Period ends & paylines are created.Off-cycle for MF/BF022018. | 21 Absences are finalized @ 12:00 for B022018 week 2 – *All high exceptions must be cleared & absences approved before 12:00.**+Time Admin is run afterwards.*Run your final reports for MF/BF022018. | 22 ***B022018 – Initial Trial***+ Run & review trial+ Process corrections+ Time Admin run at  12:00 & 3:00 | 23 Run Reallocation Process.***B022018 - 2nd Trial***Last corrections by 2:00TL Last Load @ 5:00.+ Time Admin runs at  12:00 & 3:00 | 24  |
| 25  | 26 ***B022018 - FINAL***Confirm, Distribute & Encumb run. Create ck/adv files. | 27  | 28 Absences are finalized @ 12:00 for B030618 week 1 – *All high exceptions must be cleared & absences approved before 12:00.**+Time Admin is run afterwards.* | Time Admin runs after every Absence Process |

| [◄ Februar](#February_2018) | **March 2018** | [April ►](#April_2018" \o "Jump to April) |
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| **Sun** | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** |
| Time Admin Runs DailyBiweekly:5:45 am10:00 pmMonthly:10:00 amAfter every Absence Process |  |  |  | 1 **Pay Day – M022818, MF/BF022018** | 2 **Pay Day – B022018**Run Reallocation Process.B030618 – ePAR’s must be submitted & approved by today. | 3  |
| 4  | 5  | 6 B030618 – Period ends & paylines are created.Off-cycle for MF/BF030618. | 7 Absences are finalized @ 12:00 for B030618 week 2 – *All high exceptions must be cleared & absences approved before 12:00.**+Time Admin is run afterwards.*Run your final reports for MF/BF030618. | 8 ***B030618 – Initial Trial***+ Run & review trial+ Process corrections+ Time Admin run at  12:00 & 3:00 | 9 Run Reallocation Process.***B030618 - 2nd Trial***Last corrections by 2:00TL Last Load @ 5:00.+ Time Admin runs at  12:00 & 3:00 | 10  |
| 11  | 12 ***B030618 - FINAL***Confirm, Distribute & Encumb run. Create ck/adv files. | 13 M033118 – ePAR’s must be submitted & approved by today. | 14 Absences are finalized @ 12:00 for B032018 week 1 – *All high exceptions must be cleared & absences approved before 12:00.**+Time Admin is run afterwards.*B032018 – ePAR’s must be submitted & approved by today. | 15 **Pay Day – MF/BF030618**Run Reallocation Process.Absences are finalized @ 12:00 for M033118 approve before 12:00. – *All high exceptions must be cleared & absences approved before 12:00.**+Time Admin is run afterwards.*M033118 – Paylines are created. | 16 **Pay Day – B030618****HOLIDAY** | 17  |
| 18  | 19 ***M033118 – Trial***+ Run & review trial+ Process corrections | 20 B032018 – Period ends & paylines are created. | 21 Absences are finalized @ 12:00 for B032018 week 2 – *All high exceptions must be cleared & absences approved before 12:00.**+Time Admin is run afterwards.****M033118 - FINAL***Confirm, Distribute & Encumb run. Create ck/adv files. | 22 ***B032018 – Initial Trial***+ Run & review trial+ Process corrections+ Time Admin run at  12:00 & 3:00 | 23 Run Reallocation Process.***B032018 - 2nd Trial***Last corrections by 2:00TL Last Load @ 5:00.+ Time Admin runs at  12:00 & 3:00 | 24  |
| 25  | 26 ***B032018 - FINAL***Confirm, Distribute & Encumb run. Create ck/adv files. | 27 Off-cycle for MF/BF032718. | 28 Absences are finalized @ 12:00 for B040318 week 1 – *All high exceptions must be cleared & absences approved before 12:00.**+Time Admin is run afterwards.*Run your final reports for MF/BF032718. | 29  | 30 **Pay Day – B032018**Run Reallocation Process.B040318 – ePAR’s must be submitted & approved by today. | 31  |

| [◄ März](#March_2018) | **April 2018** | [Mai ►](#May_2018" \o "Jump to Mai) |
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| **Sun** | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** |
| 1  | 2 **Pay Day – M033118, MF/BF032718** | 3 B040318 – Period ends & paylines are created. | 4 Absences are finalized @ 12:00 for B040318 week 2 – *All high exceptions must be cleared & absences approved before 12:00.**+Time Admin is run afterwards.* | 5 ***B040318 – Initial Trial***+ Run & review trial+ Process corrections+ Time Admin run at  12:00 & 3:00 | 6 Run Reallocation Process.***B040318 - 2nd Trial***Last corrections by 2:00TL Last Load @ 5:00.+ Time Admin runs at  12:00 & 3:00 | 7  |
| 8  | 9 ***B040318 - FINAL***Confirm, Distribute & Encumb run. Create ck/adv files. | 10 Off-cycle for MF/BF041018. | 11 Absences are finalized @ 12:00 for B041718 week 1 – *All high exceptions must be cleared & absences approved before 12:00.**+Time Admin is run afterwards.*Run your final reports for MF/BF041018. | 12  | 13 **Pay Day – B040318**Run Reallocation Process.B041718 – ePAR’s must be submitted & approved by today.M043018 – ePAR’s must be submitted & approved by today. | 14  |
| 15  | 16 **Pay Day – MF/BF041018** | 17 B041718 – Period ends & paylines are created.Absences are finalized @ 12:00 for M043018 approve before 12:00. – *All high exceptions must be cleared & absences approved before 12:00.**+Time Admin is run afterwards.*M043018 – Paylines are created. | 18 Absences are finalized @ 12:00 for B041718 week 2 – *All high exceptions must be cleared & absences approved before 12:00.**+Time Admin is run afterwards.****M043018 – Trial***+ Run & review trial+ Process corrections | 19 ***B041718 – Initial Trial***+ Run & review trial+ Process corrections+ Time Admin run at  12:00 & 3:00 | 20 Run Reallocation Process.***B041718 - 2nd Trial***Last corrections by 2:00TL Last Load @ 5:00.+ Time Admin runs at  12:00 & 3:00***M043018 - FINAL***Confirm, Distribute & Encumb run. Create ck/adv files. | 21  |
| 22  | 23 ***B041718 - FINAL***Confirm, Distribute & Encumb run. Create ck/adv files. | 24 Off-cycle for MF/BF042418. | 25 Absences are finalized @ 12:00 for B050118 week 1 – *All high exceptions must be cleared & absences approved before 12:00.**+Time Admin is run afterwards.*Run your final reports for MF/BF042418. | 26  | 27 **Pay Day – B041718**Run Reallocation Process.B050118 – ePAR’s must be submitted & approved by today. | 28  |
| 29  | 30  | Time Admin Runs DailyBiweekly:5:45 am10:00 pmMonthly:10:00 amAfter every Absence Process |

| [◄ April](#April_2018) | **May 2018** | [Juni ►](#June_2018" \o "Jump to Juni) |
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| **Sun** | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** |
| Time Admin Runs DailyBiweekly:5:45 am10:00 pmMonthly:10:00 am |  | 1 **Pay Day – M043018, MF/BF042418**B050118 – Period ends & paylines are created. | 2 Absences are finalized @ 12:00 for B050118 week 2 – *All high exceptions must be cleared & absences approved before 12:00.**+Time Admin is run afterwards.* | 3 ***B050118 – Initial Trial***+ Run & review trial+ Process corrections+ Time Admin run at  12:00 & 3:00 | 4 Run Reallocation Process.***B050118 - 2nd Trial***Last corrections by 2:00TL Last Load @ 5:00.+ Time Admin runs at  12:00 & 3:00 | 5  |
| 6  | 7 ***B050118 - FINAL***Confirm, Distribute & Encumb run. Create ck/adv files. | 8 Off-cycle for MF/BF050818. | 9 Absences are finalized @ 12:00 for B051518 week 1 – *All high exceptions must be cleared & absences approved before 12:00.**+Time Admin is run afterwards.*Run your final reports for MF/BF050818. | 10  | 11 **Pay Day – B050118**Run Reallocation Process.B051518 – ePAR’s must be submitted & approved by today. | 12  |
| 13  | 14  | 15 **Pay Day – MF/BF050818**B051518 – Period ends & paylines are created.M053118 – ePAR’s must be submitted & approved by today. | 16 Absences are finalized @ 12:00 for B051518 week 2 – *All high exceptions must be cleared & absences approved before 12:00.**+Time Admin is run afterwards.* | 17 ***B051518 – Initial Trial***+ Run & review trial+ Process corrections+ Time Admin run at  12:00 & 3:00Absences are finalized @ 12:00 for M053118 approve before 12:00. – *All high exceptions must be cleared & absences approved before 12:00.**+Time Admin is run afterwards.*M053118 – Paylines are created. | 18 Run Reallocation Process.***B051518 - 2nd Trial***Last corrections by 2:00TL Last Load @ 5:00.+ Time Admin runs at  12:00 & 3:00 | 19  |
| 20  | 21 ***B051518 - FINAL***Confirm, Distribute & Encumb run. Create ck/adv files.***M053118 – Trial***+ Run & review trial+ Process corrections | 22  | 23 Absences are finalized @ 12:00 for B052918 week 1 – *All high exceptions must be cleared & absences approved before 12:00.**+Time Admin is run afterwards.****M053118 - FINAL***Confirm, Distribute & Encumb run. Create ck/adv files. | 24  | 25 **Pay Day – B051518**Run Reallocation Process.B052918 – ePAR’s must be submitted & approved by today. | 26  |
| 27  | 28 **HOLIDAY** | 29 B052918 – Period ends & paylines are created.Off-cycle for MF/BF052918. | 30 Absences are finalized @ 12:00 for B052918 week 2 – *All high exceptions must be cleared & absences approved before 12:00.**+Time Admin is run afterwards.*Run your final reports for MF/BF052918. | 31 ***B052918 – Initial Trial***+ Run & review trial+ Process corrections+ Time Admin run at  12:00 & 3:00 | Time Admin runs after every Absence Process |

| [◄ Mai](#May_2018) | **June 2018** | [Juli ►](#July_2018" \o "Jump to Juli) |
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| **Sun** | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** |
| Time Admin Runs DailyBiweekly:5:45 am10:00 pmMonthly:10:00 amAfter every Absence Process |  |  |  |  | 1 **Pay Day – M053118, MF/BF052918**Run Reallocation Process.***B052918 - 2nd Trial***Last corrections by 2:00TL Last Load @ 5:00.+ Time Admin runs at  12:00 & 3:00 | 2  |
| 3  | 4 ***B052918 - FINAL***Confirm, Distribute & Encumb run. Create ck/adv files. | 5 Off-cycle for MF/BF060518. | 6 Absences are finalized @ 12:00 for B061218 week 1 – *All high exceptions must be cleared & absences approved before 12:00.**+Time Admin is run afterwards.*Run your final reports for MF/BF060518. | 7  | 8 **Pay Day – B052918**Run Reallocation Process.B061218 – ePAR’s must be submitted & approved by today. | 9  |
| 10  | 11  | 12 B061218 – Period ends & paylines are created. | 13 Absences are finalized @ 12:00 for B061218 week 2 – *All high exceptions must be cleared & absences approved before 12:00.**+Time Admin is run afterwards.* | 14 ***B061218 – Initial Trial***+ Run & review trial+ Process corrections+ Time Admin run at  12:00 & 3:00 | 15 **Pay Day – MF/BF060818**Run Reallocation Process.***B061218 - 2nd Trial***Last corrections by 2:00TL Last Load @ 5:00.+ Time Admin runs at  12:00 & 3:00M063018 – ePAR’s must be submitted & approved by today. | 16  |
| 17  | 18 ***B061218 - FINAL***Confirm, Distribute & Encumb run. Create ck/adv files. | 19 Absences are finalized @ 12:00 for M063018 approve before 12:00. – *All high exceptions must be cleared & absences approved before 12:00.**+Time Admin is run afterwards.*M063018 – Paylines are created. | 20 Absences are finalized @ 12:00 for B062618 week 1 – *All high exceptions must be cleared & absences approved before 12:00.**+Time Admin is run afterwards.****M063018 – Trial***+ Run & review trial+ Process corrections | 21  | 22 **Pay Day – B061218**Run Reallocation Process.***M063018 - FINAL***Confirm, Distribute & Encumb run. Create ck/adv files.B062618 – ePAR’s must be submitted & approved by today. | 23  |
| 24  | 25  | 26 B062618 – Period ends & paylines are created.Off-cycle for MF/BF062618. | 27 Absences are finalized @ 12:00 for B062618 week 2 – *All high exceptions must be cleared & absences approved before 12:00.**+Time Admin is run afterwards.*Run your final reports for MF/BF062618. | 28 ***B062618 – Initial Trial***+ Run & review trial+ Process corrections+ Time Admin run at  12:00 & 3:00 | 29 Run Reallocation Process.***B062618 - 2nd Trial***Last corrections by 2:00TL Last Load @ 5:00.+ Time Admin runs at  12:00 & 3:00 | 30  |

| [◄ Juni](#June_2018) | **July 2018** | [August ►](#August_2018" \o "Jump to August) |
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| **Sun** | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** |
| 1  | 2 **Pay Day – M063018, MF/BF062618*****B062618 - FINAL***Confirm, Distribute & Encumb run. Create ck/adv files. | 3  | 4 Absences are finalized @ 12:00 for B071018 week 1 – *All high exceptions must be cleared & absences approved before 12:00.**+Time Admin is run afterwards.***HOLIDAY** | 5  | 6 **Pay Day – B062618**Run Reallocation Process.B071018 – ePAR’s must be submitted & approved by today. | 7  |
| 8  | 9  | 10 B071018 – Period ends & paylines are created.Off-cycle for MF/BF071018. | 11 Absences are finalized @ 12:00 for B071018 week 2 – *All high exceptions must be cleared & absences approved before 12:00.**+Time Admin is run afterwards.*Run your final reports for MF/BF071018. | 12 ***B071018 – Initial Trial***+ Run & review trial+ Process corrections+ Time Admin run at  12:00 & 3:00 | 13 Run Reallocation Process.***B071018 - 2nd Trial***Last corrections by 2:00TL Last Load @ 5:00.+ Time Admin runs at  12:00 & 3:00M073118 – ePAR’s must be submitted & approved by today. | 14  |
| 15  | 16 **Pay Day – MF/BF071018*****B071018 - FINAL***Confirm, Distribute & Encumb run. Create ck/adv files. | 17 Absences are finalized @ 12:00 for M073118 approve before 12:00. – *All high exceptions must be cleared & absences approved before 12:00.**+Time Admin is run afterwards.*M073118 – Paylines are created. | 18 Absences are finalized @ 12:00 for B072418 week 1 – *All high exceptions must be cleared & absences approved before 12:00.**+Time Admin is run afterwards.* | 19 ***M073118 – Trial***+ Run & review trial+ Process corrections | 20 **Pay Day – B071018**Run Reallocation Process.B072418 – ePAR’s must be submitted & approved by today. | 21  |
| 22  | 23 ***M073118 - FINAL***Confirm, Distribute & Encumb run. Create ck/adv files. | 24 B072418 – Period ends & paylines are created.Off-cycle for MF/BF072418. | 25 Absences are finalized @ 12:00 for B072418 week 2 – *All high exceptions must be cleared & absences approved before 12:00.**+Time Admin is run afterwards.*Run your final reports for MF/BF072418. | 26 ***B072418 – Initial Trial***+ Run & review trial+ Process corrections+ Time Admin run at  12:00 & 3:00 | 27 Run Reallocation Process.***B072418 - 2nd Trial***Last corrections by 2:00TL Last Load @ 5:00.+ Time Admin runs at  12:00 & 3:00 | 28  |
| 29  | 30 ***B072418 - FINAL***Confirm, Distribute & Encumb run. Create ck/adv files. | 31  | Time Admin Runs DailyBiweekly:5:45 am10:00 pmMonthly:10:00 amAfter every Absence Process |

| [◄ Juli](#July_2018) | **August 2018** | [September ►](#September_2018" \o "Jump to September) |
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| **Sun** | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** |
| Time Admin Runs DailyBiweekly:5:45 am10:00 pmMonthly:10:00 amAfter every Absence Process |  |  | 1 **Pay Day – M073118, MF/BF072418**Absences are finalized @ 12:00 for B080718 week 1 – *All high exceptions must be cleared & absences approved before 12:00.**+Time Admin is run afterwards.* | 2  | 3 **Pay Day – B072418**Run Reallocation Process.B080718 – ePAR’s must be submitted & approved by today. | 4  |
| 5  | 6  | 7 B080718 – Period ends & paylines are created.Off-cycle for MF/BF080718. | 8 Absences are finalized @ 12:00 for B080718 week 2 – *All high exceptions must be cleared & absences approved before 12:00.**+Time Admin is run afterwards.*Run your final reports for MF/BF080718. | 9 ***B080718 – Initial Trial***+ Run & review trial+ Process corrections+ Time Admin run at  12:00 & 3:00 | 10 Run Reallocation Process.***B080718 - 2nd Trial***Last corrections by 2:00TL Last Load @ 5:00.+ Time Admin runs at  12:00 & 3:00 | 11  |
| 12  | 13 ***B080718 - FINAL***Confirm, Distribute & Encumb run. Create ck/adv files. | 14 M083118 – ePAR’s must be submitted & approved by today. | 15 **Pay Day – MF/BF080718**Absences are finalized @ 12:00 for B082118 week 1 – *All high exceptions must be cleared & absences approved before 12:00**+Time Admin is run afterwards.**.* | 16 Absences are finalized @ 12:00 for M083118 approve before 12:00. – *All high exceptions must be cleared & absences approved before 12:00.**+Time Admin is run afterwards.*M083118 – Paylines are created. | 17 **Pay Day – B080718**Run Reallocation Process.B082118 – ePAR’s must be submitted & approved by today. | 18  |
| 19  | 20 ***M083118 – Trial***+ Run & review trial+ Process corrections | 21 B082118 – Period ends & paylines are created. | 22 Absences are finalized @ 12:00 for B082118 week 2 – *All high exceptions must be cleared & absences approved before 12:00.**+Time Admin is run afterwards.****M083118 - FINAL***Confirm, Distribute & Encumb run. Create ck/adv files. | 23 ***B082118 – Initial Trial***+ Run & review trial+ Process corrections+ Time Admin run at  12:00 & 3:00 | 24 Run Reallocation Process.***B082118 - 2nd Trial***Last corrections by 2:00TL Last Load @ 5:00.+ Time Admin runs at  12:00 & 3:00 | 25  |
| 26  | 27 ***B082118 - FINAL***Confirm, Distribute & Encumb run. Create ck/adv files. | 28 Off-cycle for MF/BF082818. | 29 Absences are finalized @ 12:00 for B082118 week 1 – *All high exceptions must be cleared & absences approved before 12:00.**+Time Admin is run afterwards.*Run your final reports for MF/BF082818. | 30  | 31 **Pay Day – B082118**Run Reallocation Process. |  |