| ◄ [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 Daily  Biweekly:  5:45 am  10:00 pm  Monthly:  10:00 am  After every Absence Process |  |  |  |  | 1  **Pay Day – M113017, MF/BF112817**  Run Reallocation Process.  ***B112817 - 2nd Trial***  Last corrections by 2:00  TL 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 & 3:00  Absences 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 2:00  TL 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" \o "December 2017) | **January 2018** | | | | | [Februar ►](#February_2018" \o "Jump to Februar) |
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| **Sun** | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** |
| Time Admin Runs Daily  Biweekly:  5:45 am  10:00 pm  Monthly:  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 4:00  TL 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 2:00  TL 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 Daily  Biweekly:  5:45 am  10:00 pm  Monthly:  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 2:00  TL Last Load @ 5:00.  + Time Admin runs at  12:00 & 3:00  M022818 – 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 2:00  TL 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 Daily  Biweekly:  5:45 am  10:00 pm  Monthly:  10:00 am  After 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 2:00  TL 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 2:00  TL 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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| 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 2:00  TL 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 2:00  TL 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 Daily  Biweekly:  5:45 am  10:00 pm  Monthly:  10:00 am  After 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 Daily  Biweekly:  5:45 am  10:00 pm  Monthly:  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 2:00  TL 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 & 3:00  Absences 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 2:00  TL 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 Daily  Biweekly:  5:45 am  10:00 pm  Monthly:  10:00 am  After every Absence Process |  |  |  |  | 1  **Pay Day – M053118, MF/BF052918**  Run Reallocation Process.  ***B052918 - 2nd Trial***  Last corrections by 2:00  TL 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 2:00  TL Last Load @ 5:00.  + Time Admin runs at  12:00 & 3:00  M063018 – 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 2:00  TL 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 2:00  TL Last Load @ 5:00.  + Time Admin runs at  12:00 & 3:00  M073118 – 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 2:00  TL 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 Daily  Biweekly:  5:45 am  10:00 pm  Monthly:  10:00 am  After 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 Daily  Biweekly:  5:45 am  10:00 pm  Monthly:  10:00 am  After 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 2:00  TL 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 2:00  TL 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. |  |