

~ SEPTEMBER 2013 Payroll Schedule ~

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 HOLIDAY	3 Pay Day for M083113, BF & MF082713 Run Leave Accrual B083113 -BW Final is run @ 12:00 p.m.	4 Absences are finalized at 12:00 for B091013 week 1	5 ePARs Due in HR for B091013 B092413 Timesheets are printed	6 Pay Day for B082713 First FY13' 998 – Run Reallocation Process First - FY13' 998 Deadline for Reallocations due to General Accounting by 5:00 p.m.	7
8	9	10 Off Cycle for BF091013 & MF091013 B091013 - BW Period ending. B091013 - Pay lines are created.	11 B091013 BW Timesheets are due in Payroll by 12:00 Absences are finalized at 12:00 for B091013 week 2 ePARs Due in HR for M093013 Run Final Reports for BF & MF091013	12 B091013 - BW Trial is available	13 Second FY13' 998 – Run Reallocation Process B091013 – Trial corrections are due to Payroll by 12:00.	14
15	16 Pay Day for BF091013 & MF091013 B091013 - BW Final at 9:00 am.	17 M093013 - Pay lines are created.	18 M093013 -Mthly Trial is available. ePARs Due in HR for B092413 Absences are finalized at 12:00 for B092413 week 1	19 M093012 - Mthly Trial Corrections are due by 9:00 am. Absences are finalized at 12:00 for M093013 B100813 Timesheets are printed	20 Pay Day for B083113 & B091013 M093013 - Final is run by 12:00 Noon Run Reallocation Process	21
22	23	24 Off Cycle for BF092413 & MF092413 B092413 - Pay lines are created. B092413 - BW Period ending.	25 B092413-BW Timesheets are due in Payroll by 8:00 a.m. Absences are finalized at 12:00 for B092413 week 2 Run Final Reports for BF & MF092413	26 B092413 - BW Trial is available.	27 B092413 Trial corrections are due in Payroll by 12:00 p.m. Run Reallocation Process	28
29	30 B092413 - BW Final at 9:00 a.m.					

~ OCTOBER 2013 Payroll Schedule ~

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 Pay Day for M093013, BF & MF092413 Run Leave Accrual	2 Absences are finalized at 12:00 for B100813 week 1	3 B102213 Timesheets are printed ePARs Due in HR for B100813	4 Pay Day for B092413 Run Reallocation Process	5
6	7	8 Off Cycle for BF100813 & MF100813 B100813 - BW Period ending. B100813 – Pay lines are created.	9 B100813-BW Timesheets are due in Payroll by 12:00 noon Absences are finalized at 12:00 for B100813 week 2 Run Final Reports for BF & MF100813 ePARs Due in HR for M103113	10 B100813 - BW Trial is available.	11 Run Reallocation Process B100813 Trial corrections are due in payroll by 12:00.	12
13	14 B100813 - BW Final is run at 9:00 a.m.	15 M103113 – Pay lines are created. Pay Day for MF100813 & BF100813	16 M103112 - Mthly Trial is available. Absences are finalized at 12:00 for B102213 week 1	17 B110513 Timesheets are printed ePARs Due in HR for B102213	18 Pay Day for B100813 M103113 - Mthly Trial corrections are due by 12:00 Noon Absences are finalized at 12:00 for M103113 Run Reallocation Process	19
20	21 M103113 - Mthly Final at 9:00 a. m.	22 Off Cycle for BF102213 & MF102213 B102213 - BW Period ends. B102213 – BW Pay lines are created.	23 Absences are finalized at 12:00 for B102213 week 2 B102213-BW Timesheets are due in Payroll by 12:00 Noon. Run Final Reports for BF/MF102213	24 B102213 - BW Trial is available.	25 B102213 Trial corrections are due to payroll by 12:00. Run Reallocation Process	26
27	28 B102213 - BW Final is run at 9:00 a.m.	29	30 Absences are finalized at 12:00 for B110513 week 1	31 ePARs Due in HR for B110513 B111913 Timesheets are printed		

~ NOVEMBER 2013 Payroll Schedule ~

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 Pay Day for B102213, BF & MF102213, M103113 Run Leave Accrual Run Reallocation Process	2
3	4	5 B110513 - BW Period ends. B110513 – Pay lines are created. Off Cycle for BF110513 & MF110513	6 Absences are finalized at 12:00 for B110513 week 2 B110513-BW Timesheets are due in Payroll by 12:00 Noon Run Final Reports for BF/MF110513	7 ePARs Due in HR for M113013 B110513 - BW Trial is available.	8 B110513 Trial corrections are due to Payroll by 12:00. Run Reallocation Process	9
10	11 B110513 - BW Final at 9:00 a. m.	12 M113013 – Paylines are created.	13 Absences are finalized at 12:00 for B111913 week 1 ePARs Due in HR for B111913 M113013 - Mthly Trial is available.	14 B120313 Timesheets are printed M113013 - Mthly Trial corrections are due by 12:00 Absences are finalized at 12:00 for M113013	15 Pay Day for B110513, MF / BF 110513 M113013 - Mthly Final at 9:00 a. m. Run Reallocation Process	16
17	18	19 B111913 – BW Period ends Off Cycle for BF111913 & MF111913 B111913 – Pay lines are created.	20 Absences are finalized at 12:00 for B111913 week 2 B111913-BW Timesheets are due in Payroll at 12:00 p.m. Run Final Reports for BF/MF111913	21 B111913 - BW Trial is available.	22 Run Reallocation Process B111913 Trial corrections are due to Payroll by 12:00.	23
24	25 B111913 - BW Final at 9:00 a.m.	26	27 Pay Day for B111913 Run Reallocation Process Absences are finalized at 12:00 for B120313 week 1 ePARs Due in HR for B120313 B121713 Timesheets are printed	28 HOLIDAY	29 HOLIDAY	30

~ DECEMBER 2013 Payroll Schedule ~

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 Pay Day for M113013 & MF111913 & BF111913 Run Leave Accrual	3 B120313 - BW Period ends. B120313 – BW Pay lines are created. ePARs Due in HR for M123113 Off Cycle for BF120313 & MF120313	4 Absences are finalized at 12:00 for B120313 week 2 B120313-BW Timesheets are due in Payroll by 12:00 Noon	5 B120313 - BW Trial is available. B120313 Trial corrections are due to payroll by 3:00. ePARs Due in HR for B121713	6 B120313 - BW Final is run at 9:00 a.m. Run Reallocation Process	7
8	9 Off Cycle for BF121013 & MF1210 13 (Pays in CY2013)	10 M123113 – Mthly Pay lines are created. M123113 - Mthly Trial is available. – (Belongs to CY2014) Run Final Reports for BF/MF121013	11 Absences are finalized at 12:00 for B121713 week 1	12 B123113 Timesheets are printed M123113 - Mthly Trial corrections are due by 12:00 p.m. Absences are finalized at 12:00 for M123113	13 Pay Day for B120313 M123113 – Mthly Final is run at 9:00 a.m. Run Reallocation Process	14
15	16 Pay Day for MF121013 & BF121013 Off Cycle for MF121713 (Pays in CY2014) BF121713 (Pays in CY2013)	17 B121713 - BW Period ends. Run Final Reports for BF/MF121713. B121713 – BW Pay lines are created	18 Absences are finalized at 12:00 for B121713 week 2. B121713 Timesheets are due in Payroll by 9:00 a.m. ePARs Due in HR for B123113	19 B121713 - BW Trial is available B121713 Trial corrections are due to payroll by 3:00. Reallocation Process is run. B011414 –BW Timesheets are printed	20 BW Final for B121713 at 9:00 a. m. - (Pays in CY2014')	21
22	23 HOLIDAY	24 HOLIDAY	25 HOLIDAY	26 HOLIDAY	27 Pay Day for B121713 & BF121713 HOLIDAY	28
29	30 HOLIDAY	31 B123113 –BW Period Ends HOLIDAY				

~ JANUARY 2014 Payroll Schedule ~

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 HOLIDAY	2 Pay Day for M123113 & MF121713 Run Leave Accrual Absences are finalized at 12:00 for B123113 week 1 & 2. B123113 Timesheets are due in payroll by 8:00	3 B123113 Trial is available. B123113 Trial corrections are due in payroll by 3:00. Run Reallocation Process	4
5	6 B123113 - BW Final is run at 12:00 a.m.	7 Off Cycle for BF010714 & MF010714	8 Absences are finalized at 12:00 for B011414 week 1. ePARs Due in HR for B011414 Run Final Reports for BF/MF010714	9 ePARs Due in HR for M013114	10 Pay Day for B123113 Run Reallocation Process	11
12	13	14 B011414 - BW Period ends. B011414 - BW Pay lines are created.	15 Pay Day for MF010714 & BF010714 Absences are finalized at 12:00 for B011414 week 2. B011414-BW Timesheets are in Payroll at 8:00 a.m.	16 B011414 - BW Trial is available. B011414 Trial corrections are due in payroll by 3:00. B012814 -BW Timesheets are printed	17 B011414 - BW Final is run at 9:00 a. m. Run Reallocation Process	18
19	20 HOLIDAY	21 Off Cycle for BF012114 & MF012114 M0131114 - Mthly Pay lines are created	22 Absences are finalized at 12:00 for B012814 week 1. M013114 - Mthly Trial is available. Run Final Reports for BF/MF012114	23 M013114 - Mthly Trial corrections are due by 9:00 a.m. Absences are finalized at 12:00 for M013114 ePARs Due in HR for B012814	24 Pay Day for B011414 M013114 - Mthly Final is run at 9:00 am Run Reallocation Process	25
26	27	28 B012814 - BW Period ends. B012814 - BW Pay lines are created.	29 B012814 -BW Timesheets are due in Payroll at 12:00 p.m. Absences are finalized at 12:00 for B012814 week 2.	30 B012814 - BW Trial is available.	31 B012814 - Trial corrections are due in Payroll by 12:00 p.m. Run Reallocation Process	