| [◄ November](#November_2018) | **December 2018** | | | | | [January ►](https://www.wincalendar.com/Holiday-Calendar/January-2019" \o "January 2019) |
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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 |
| 2 | 3  **Pay Day – M113018, MF/BF112618**  ***B112718 - FINAL***  Confirm, Distribute & Encumb run.  Create ck/adv files.  Run Leave Accruals | 4  Run your final reports for B112718  M123118 – ePAR’s must be submitted & approved by today. | 5  Absences are finalized @ 12:00 for B121118 week 1 – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards.* | 6 | 7  **Pay Day – B112718**  Run Reallocation Process.  B121118 – ePAR’s must be submitted & approved by today. | 8 |
| 9 | 10 | 11  B121118 – Period ends & paylines are created.  Off-cycle for MF/BF121118 | 12  Absences are finalized @ 12:00 for B121118 week 2 – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards.*  Run your final reports for MF/BF121118 | 13  ***B121118 – Initial Trial***  + Run & review trial  + Process corrections  + Time Admin run at  12:00 & 3:00 | 14  Run Reallocation Process.  ***B121118 - 2nd Trial***  Last corrections by 2:00  TL Last Load @ 5:00.  + Time Admin runs at  12:00 & 3:00  M123118 – Paylines are created. | 15 |
| 16 | 17  **Pay Day – MF/BF121118**  ***B121118 - FINAL***  Confirm, Distribute & Encumb run.  Create ck/adv files.  Absences are finalized @ 12:00 for M123118 approve before 12:00. – *All high exceptions must be cleared & absences approved before 12:00.* | 18  Run your final reports for B121118  ***M123118 – Trial***  + Run & review trial  + Process corrections | 19  Absences are finalized @ 12:00 for B122518 week 1 – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards.* | 20  ***M123118 - FINAL***  Confirm, Distribute & Encumb run.  Create ck/adv files.  B122518 – ePAR’s must be submitted & approved by today. | 21  **Pay Day – B121118**  Run Reallocation Process. | 22 |
| 23 | 24  Run your final reports for M123118 | 25  B122518 – Period ends & paylines are created.    **HOLIDAY** | 26  Absences are finalized @ 12:00 for B122518 week 2 – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards.*  **HOLIDAY** | 27  ***B122518 – Initial Trial***  + Run & review trial  + Process corrections  + Time Admin run at  12:00 & 3:00  **HOLIDAY** | 28  Run Reallocation Process.  ***B122518 - 2nd Trial***  Last corrections by 2:00  TL Last Load @ 5:00.  + Time Admin runs at  12:00 & 3:00  **HOLIDAY** | 29 |
| 30 | 31  ***B122718 - FINAL***  Confirm, Distribute & Encumb run.  Create ck/adv files.  **HOLIDAY** |  | | | | |

| [◄ December](https://www.wincalendar.com/Holiday-Calendar/December-2018" \o "December 2018) | **January 2019** | | | | | [February ►](#February_2019" \o "Jump to February) |
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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 – M123118**  Absences are finalized @ 12:00 for B010819 week 1 – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards.* | 3 | 4  **Pay Day – B122718**  Run Reallocation Process. | 5 |
| 6 | 7 | 8  B010819 – Period ends & paylines are created.  Off-cycle for MF/BF010819 | 9  Absences are finalized @ 12:00 for B010819 week 2 – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards.*  Run your final reports for MF/BF010819 | 10  ***B010819 – Initial Trial***  + Run & review trial  + Process corrections  + Time Admin run at  12:00 & 3:00 | 11  Run Reallocation Process.  ***B010819 - 2nd Trial***  Last corrections by 2:00  TL Last Load @ 5:00.  + Time Admin runs at  12:00 & 3:00 | 12 |
| 13 | 14  ***B010819 - FINAL***  Confirm, Distribute & Encumb run.  Create ck/adv files. | 15  Run your final reports for B010819 | 16  Absences are finalized @ 12:00 for B012219 week 1 – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards.* | 17 | 18  **Pay Day – B010819**  Run Reallocation Process.  M013119 – Paylines are created.  B010819 – ePAR’s must be submitted & approved by today. | 19 |
| 20 | 21  **HOLIDAY** | 22  B012219 – Period ends & paylines are created.  Absences are finalized @ 12:00 for M013119 approve before 12:00. – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards.* | 23  Absences are finalized @ 12:00 for B012219 week 2 – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards.*  ***M013119 – Trial***  + Run & review trial  + Process corrections | 24  ***B012219 – Initial Trial***  + Run & review trial  + Process corrections  + Time Admin run at  12:00 & 3:00 | 25  Run Reallocation Process.  ***B012219 - 2nd Trial***  Last corrections by 2:00  TL Last Load @ 5:00.  + Time Admin runs at  12:00 & 3:00  ***M013119 - FINAL***  Confirm, Distribute & Encumb run.  Create ck/adv files. | 26 |
| 27 | 28  ***B012219 - FINAL***  Confirm, Distribute & Encumb run.  Create ck/adv files.  Run your final reports for M013119 | 29  Run your final reports for B012219  Off-cycle for MF/BF012919 | 30  Absences are finalized @ 12:00 for B020519 week 1 – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards.*  Run your final reports for MF/BF012919 | 31 |  | |

| [◄ January](#January_2019) | **February 2019** | | | | | [March ►](#March_2019" \o "Jump to March) |
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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 – B012219, M013119 & MF/BF012919**  Run Reallocation Process.  B020519 – ePAR’s must be submitted & approved by today. | 2 |
| 3 | 4 | 5  B020519 – Period ends & paylines are created. | 6  Absences are finalized @ 12:00 for B020519 week 2 – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards.* | 7  ***B020519 – Initial Trial***  + Run & review trial  + Process corrections  + Time Admin run at  12:00 & 3:00 | 8  Run Reallocation Process.  ***B020519 - 2nd Trial***  Last corrections by 2:00  TL Last Load @ 5:00.  + Time Admin runs at  12:00 & 3:00 | 9 |
| 10 | 11  ***B020519 - FINAL***  Confirm, Distribute & Encumb run.  Create ck/adv files. | 12  Run your final reports for B020519  Off-cycle for MF/BF021219 | 13  Absences are finalized @ 12:00 for B021919 week 1 – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards.*  Run your final reports for MF/BF021219 | 14  M022819 – ePAR’s must be submitted & approved by today. | 15  **Pay Day – B020519 & MF/BF021219**  Run Reallocation Process.  B021919 – ePAR’s must be submitted & approved by today. | 16 |
| 17 | 18  M022819 – Paylines are created. | 19  B021919 – Period ends & paylines are created.  Absences are finalized @ 12:00 for M022819 approve before 12:00. – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards.* | 20  Absences are finalized @ 12:00 for B021919 week 2 – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards.*  ***M022819 – Trial***  + Run & review trial  + Process corrections | 21  ***B021919 – Initial Trial***  + Run & review trial  + Process corrections  + Time Admin run at  12:00 & 3:00 | 22  Run Reallocation Process.  ***B021919 - 2nd Trial***  Last corrections by 2:00  TL Last Load @ 5:00.  + Time Admin runs at  12:00 & 3:00  ***M022819 - FINAL***  Confirm, Distribute & Encumb run.  Create ck/adv files. | 23 |
| 24 | 25  ***B021919 - FINAL***  Confirm, Distribute & Encumb run.  Create ck/adv files.  Run your final reports for M022819 | 26  Run your final reports for B021919  Off-cycle for MF/BF022619 | 27  Absences are finalized @ 12:00 for B030519 week 1 – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards.*  Run your final reports for MF/BF022619 | 28 |  | |

| [◄ February](#February_2019) | **March 2019** | | | | | [April ►](#April_2019" \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 |  |  |  |  | 1  **Pay Day – B021919, M022819 & MF/BF022619**  Run Reallocation Process.  B030519 – ePAR’s must be submitted & approved by today. | 2 |
| 3 | 4 | 5  B030519 – Period ends & paylines are created. | 6  Absences are finalized @ 12:00 for B030519 week 2 – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards.* | 7  ***B030519 – Initial Trial***  + Run & review trial  + Process corrections  + Time Admin run at  12:00 & 3:00 | 8  Run Reallocation Process.  ***B030519 - 2nd Trial***  Last corrections by 2:00  TL Last Load @ 5:00.  + Time Admin runs at  12:00 & 3:00 | 9 |
| 10 | 11  ***B030519 - FINAL***  Confirm, Distribute & Encumb run.  Create ck/adv files. | 12  Run your final reports for B030519  Off-cycle for MF/BF031219 | 13  Absences are finalized @ 12:00 for B031919 week 1 – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards.*  Run your final reports for MF/BF031219 | 14 | 15  **Pay Day – B030519 & MF/BF031219**  Run Reallocation Process.  B031919 & M033119 – ePAR’s must be submitted & approved by today. | 16 |
| 17 | 18 | 19  B031919 – Period ends & paylines are created.  M033119 – Paylines are created.  Absences are finalized @ 12:00 for M033119 approve before 12:00. – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards.* | 20  Absences are finalized @ 12:00 for B031919 week 2 – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards.*  ***M033119 – Trial***  + Run & review trial  + Process corrections | 21  ***B031919 – Initial Trial***  + Run & review trial  + Process corrections  + Time Admin run at  12:00 & 3:00 | 22  Run Reallocation Process.  ***B031919 - 2nd Trial***  Last corrections by 2:00  TL Last Load @ 5:00.  + Time Admin runs at  12:00 & 3:00 | 23 |
| 24 | 25  ***B031919 - FINAL***  Confirm, Distribute & Encumb run.  Create ck/adv files.  ***M033119 - FINAL***  Confirm, Distribute & Encumb run.  Create ck/adv files. | 26  Run your final reports for B031919 & M033119  Off-cycle for MF/BF032619 | 27  Absences are finalized @ 12:00 for B040219 week 1 – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards.*  Run your final reports for MF/BF032619 | 28 | 29  **Pay Day – B031919**  Run Reallocation Process.  B040219 – ePAR’s must be submitted & approved by today. | 30 |
| 31 |  | | | | | |

| [◄ March](#March_2019) | **April 2019** | | | | | [May ►](#May_2019" \o "Jump to May) |
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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 – M033119 & MF/BF032619** | 2  B040219 – Period ends & paylines are created | 3  Absences are finalized @ 12:00 for B040219 week 2 – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards.* | 4  ***B040219 – Initial Trial***  + Run & review trial  + Process corrections  + Time Admin run at  12:00 & 3:00 | 5  Run Reallocation Process.  ***B040219 - 2nd Trial***  Last corrections by 2:00  TL Last Load @ 5:00.  + Time Admin runs at  12:00 & 3:00 | 6 |
| 7 | 8  ***B040219 - FINAL***  Confirm, Distribute & Encumb run.  Create ck/adv files. | 9  Run your final reports for B040219  Off-cycle for MF/BF040919 | 10  Absences are finalized @ 12:00 for B041619 week 1 – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards.*  Run your final reports for MF/BF040919 | 11 | 12  **Pay Day – B040219**  Run Reallocation Process.  B041619 – ePAR’s must be submitted & approved by today. | 13 |
| 14 | 15  **Pay Day - MF/BF040919**  M043019 – ePAR’s must be submitted & approved by today. | 16  B041619 – Period ends & paylines are created. | 17  Absences are finalized @ 12:00 for B041619 week 2 – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards.*  M043019 – Paylines are created. | 18  ***B041619 – Initial Trial***  + Run & review trial  + Process corrections  + Time Admin run at  12:00 & 3:00  Absences are finalized @ 12:00 for M043019 approve before 12:00. – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards.* | 19  Run Reallocation Process.  ***B041619 - 2nd Trial***  Last corrections by 2:00  TL Last Load @ 5:00.  + Time Admin runs at  12:00 & 3:00 | 20 |
| 21 | 22  ***B041619 - FINAL***  Confirm, Distribute & Encumb run.  Create ck/adv files.  ***M043019 – Trial***  + Run & review trial  + Process corrections | 23  Run your final reports for B041619  Off-cycle for MF/BF042319 | 24  Absences are finalized @ 12:00 for B043019 week 1 – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards.*  Run your final reports for MF/BF042319  ***M043019 - FINAL***  Confirm, Distribute & Encumb run.  Create ck/adv files. | 25  Run your final reports for M043019 | 26  **Pay Day – B041619**  Run Reallocation Process.  B043019 – ePAR’s must be submitted & approved by today. | 27 |
| 28 | 29 | 30  B043019 – Period ends & paylines are created. |  | | | |

| [◄ April](#April_2019) | **May 2019** | | | | | [June ►](#June_2019" \o "Jump to June) |
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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 – M043019 & MF/BF042319**  Absences are finalized @ 12:00 for B043019 week 2 – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards.* | 2  ***B043019 – Initial Trial***  + Run & review trial  + Process corrections  + Time Admin run at  12:00 & 3:00 | 3  Run Reallocation Process.  ***B043019 - 2nd Trial***  Last corrections by 2:00  TL Last Load @ 5:00.  + Time Admin runs at  12:00 & 3:00 | 4 |
| 5 | 6  ***B043019 - FINAL***  Confirm, Distribute & Encumb run.  Create ck/adv files. | 7  Run your final reports for B043019  Off-cycle for MF/BF050719 | 8  Absences are finalized @ 12:00 for B051419 week 1 – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards.*  Run your final reports for MF/BF050719 | 9 | 10  **Pay Day – B043019**  Run Reallocation Process.  B051419 – ePAR’s must be submitted & approved by today. | 11 |
| 12 | 13 | 14  B051419 – Period ends & paylines are created. | 15  **Pay Day – MF/BF050719**  Absences are finalized @ 12:00 for B051419 week 2 – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards.* | 16  ***B051419 – Initial Trial***  + Run & review trial  + Process corrections  + Time Admin run at  12:00 & 3:00  M053119 – ePAR’s must be submitted & approved by today. | 17  Run Reallocation Process.  ***B051419 - 2nd Trial***  Last corrections by 2:00  TL Last Load @ 5:00.  + Time Admin runs at  12:00 & 3:00 | 18 |
| 19 | 20  ***B051419 - FINAL***  Confirm, Distribute & Encumb run.  Create ck/adv files.  M053119 – Paylines are created. | 21  Run your final reports for B051419  Absences are finalized @ 12:00 for M053119 approve before 12:00. – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards.* | 22  Absences are finalized @ 12:00 for B052819 week 1 – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards.*  ***M053119 – Trial***  + Run & review trial  + Process corrections | 23  B052819 – ePAR’s must be submitted & approved by today. | 24  **Pay Day – B051419**  Run Reallocation Process.  ***M053119 - FINAL***  Confirm, Distribute & Encumb run.  Create ck/adv files. | 25 |
| 26 | 27  **HOLIDAY** | 28  B052819 – Period ends & paylines are created.  Off-cycle for MF/BF052819  Run your final reports for M053119 | 29  Absences are finalized @ 12:00 for B052819 week 2 – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards.*  Run your final reports for MF/BF052819 | 30  ***B052819 – Initial Trial***  + Run & review trial  + Process corrections  + Time Admin run at  12:00 & 3:00 | 31  Run Reallocation Process.  ***B052819 - 2nd Trial***  Last corrections by 2:00  TL Last Load @ 5:00.  + Time Admin runs at  12:00 & 3:00 |  |

| [◄ May](#May_2019) | **June 2019** | | | | | [July ►](#July_2019" \o "Jump to July) |
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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 |
| 2 | 3  **Pay Day – M053119 & MF/BF052819**  ***B052819 - FINAL***  Confirm, Distribute & Encumb run.  Create ck/adv files. | 4  Run your final reports for B052819 | 5  Absences are finalized @ 12:00 for B061119 week 1 – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards.* | 6 | 7  **Pay Day – B052819**  Run Reallocation Process.  B070919 – ePAR’s must be submitted & approved by today. | 8 |
| 9 | 10 | 11  B061119 – Period ends & paylines are created.  Off-cycle for MF/BF061119 | 12  Absences are finalized @ 12:00 for B061119 week 2 – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards.*  Run your final reports for MF/BF061119 | 13  ***B061119 – Initial Trial***  + Run & review trial  + Process corrections  + Time Admin run at  12:00 & 3:00  M063019 – ePAR’s must be submitted & approved by today. | 14  Run Reallocation Process.  ***B061119 - 2nd Trial***  Last corrections by 2:00  TL Last Load @ 5:00.  + Time Admin runs at  12:00 & 3:00 | 15 |
| 16 | 17  **Pay Day – MF/BF052819**  ***B061119 - FINAL***  Confirm, Distribute & Encumb run.  Create ck/adv files.  M063019 – Paylines are created. | 18  Run your final reports for B061119  Absences are finalized @ 12:00 for M063019 approve before 12:00. – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards.* | 19  Absences are finalized @ 12:00 for B062519 week 1 – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards.*  ***M063019 – Trial***  + Run & review trial  + Process corrections | 20 | 21  **Pay Day – B061119**  Run Reallocation Process.  ***M063019 - FINAL***  Confirm, Distribute & Encumb run.  Create ck/adv files.  B062519 – ePAR’s must be submitted & approved by today. | 22 |
| 23 | 24  Run your final reports for M063019 | 25  B062519 – Period ends & paylines are created.  Off-cycle for MF/BF062519 | 26  Absences are finalized @ 12:00 for B062519 week 2 – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards.*  Run your final reports for MF/BF062519 | 27  ***B062519 – Initial Trial***  + Run & review trial  + Process corrections  + Time Admin run at  12:00 & 3:00 | 28  Run Reallocation Process.  ***B062519 - 2nd Trial***  Last corrections by 2:00  TL Last Load @ 5:00.  + Time Admin runs at  12:00 & 3:00 | 29 |
| 30 |  | | | | | |

| [◄ June](#June_2019) | **July 2019** | | | | | [August ►](#August_2019" \o "Jump to August) |
| --- | --- | --- | --- | --- | --- | --- |
| **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 – M063019 & MF/BF062519**  ***B062519 - FINAL***  Confirm, Distribute & Encumb run.  Create ck/adv files. | 2  Run your final reports for B062519 | 3  Absences are finalized @ 12:00 for B070919 week 1 – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards.* | 4  **HOLIDAY** | 5  **Pay Day – B062519**  Run Reallocation Process.  B070919 – ePAR’s must be submitted & approved by today. | 6 |
| 7 | 8 | 9  B070919 – Period ends & paylines are created.  Off-cycle for MF/BF070919 | 10  Absences are finalized @ 12:00 for B070919 week 2 – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards.*  Run your final reports for MF/BF070919 | 11  ***B070919 – Initial Trial***  + Run & review trial  + Process corrections  + Time Admin run at  12:00 & 3:00 | 12  Run Reallocation Process.  ***B070919 - 2nd Trial***  Last corrections by 2:00  TL Last Load @ 5:00.  + Time Admin runs at  12:00 & 3:00 | 13 |
| 14 | 15  **Pay Day – MF/BF070919**  ***B070919 - FINAL***  Confirm, Distribute & Encumb run.  Create ck/adv files. | 16  Run your final reports for B070919 | 17  Absences are finalized @ 12:00 for B072319 week 1 – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards.* | 18  M073119 – ePAR’s must be submitted & approved by today. | 19  **Pay Day – B070919**  Run Reallocation Process.  B072319 – ePAR’s must be submitted & approved by today. | 20 |
| 21 | 22  M073119 – Paylines are created.  Absences are finalized @ 12:00 for M073119 approve before 12:00. – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards.* | 23  B072319 – Period ends & paylines are created.  Off-cycle for MF/BF072319  ***M073119 – Trial***  + Run & review trial  + Process corrections | 24  Absences are finalized @ 12:00 for B072319 week 2 – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards.*  Run your final reports for MF/BF072319 | 25  ***B072319 – Initial Trial***  + Run & review trial  + Process corrections  + Time Admin run at  12:00 & 3:00  ***M073119 - FINAL***  Confirm, Distribute & Encumb run.  Create ck/adv files. | 26  Run Reallocation Process.  ***B072319 - 2nd Trial***  Last corrections by 2:00  TL Last Load @ 5:00.  + Time Admin runs at  12:00 & 3:00  Run your final reports for M073119 | 27 |
| 28 | 29  ***B072319 - FINAL***  Confirm, Distribute & Encumb run.  Create ck/adv files. | 30  Run your final reports for B072319 | 31  Absences are finalized @ 12:00 for B080619 week 1 – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards.* |  | | |

| [◄ July](#July_2019) | **August 2019** | | | | | [September ►](#September_2019" \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 |  |  |  | 1  **Pay Day – M073119 & MF/BF072319** | 2  **Pay Day – B072319**  Run Reallocation Process.  B080619 – ePAR’s must be submitted & approved by today. | 3 |
| 4 | 5 | 6  B080619 – Period ends & paylines are created.  Off-cycle for MF/BF080619 | 7  Absences are finalized @ 12:00 for B080619 week 2 – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards.*  Run your final reports for MF/BF080619 | 8  ***B080619 – Initial Trial***  + Run & review trial  + Process corrections  + Time Admin run at  12:00 & 3:00 | 9  Run Reallocation Process.  ***B080619 - 2nd Trial***  Last corrections by 2:00  TL Last Load @ 5:00.  + Time Admin runs at  12:00 & 3:00 | 10 |
| 11 | 12  ***B080619 - FINAL***  Confirm, Distribute & Encumb run.  Create ck/adv files. | 13  Run your final reports for B080619 | 14  Absences are finalized @ 12:00 for B082019 week 1 – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards.* | 15  **Pay Day – MF/BF080619** | 16  **Pay Day – B080619**  Run Reallocation Process.  B082019 – ePAR’s must be submitted & approved by today.  M083119 – ePAR’s must be submitted & approved by today. | 17 |
| 18 | 19 | 20  B082019 – Period ends & paylines are created.  M083119 – Paylines are created.  Absences are finalized @ 12:00 for M083119 approve before 12:00. – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards.* | 21  Absences are finalized @ 12:00 for B082019 week 2 – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards.* | 22  ***B082019 – Initial Trial***  + Run & review trial  + Process corrections  + Time Admin run at  12:00 & 3:00  ***M083119 – Trial***  + Run & review trial  + Process corrections | 23  Run Reallocation Process.  ***B082019 - 2nd Trial***  Last corrections by 2:00  TL Last Load @ 5:00.  + Time Admin runs at  12:00 & 3:00 | 24 |
| 25 | 26  ***B082019 - FINAL***  Confirm, Distribute & Encumb run.  Create ck/adv files.  ***M083119 - FINAL***  Confirm, Distribute & Encumb run.  Create ck/adv files. | 27  Run your final reports for B082019 & M083119  Off-cycle for MF/BF082719 | 28  Absences are finalized @ 12:00 for B083119 week 1 – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards.*  Run your final reports for MF/BF082719  B083119 – ePAR’s must be submitted & approved by today. | 29 | 30  **Pay Day – B082019**  Run Reallocation Process. | 31 |