| [◄ November](#November_2018) | **December 2018** | [January ►](https://www.wincalendar.com/Holiday-Calendar/January-2019%22%20%5Co%20%22January%202019) |
| --- | --- | --- |
| **Sun** | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** |
| Time Admin Runs DailyBiweekly:5:45 am10:00 pmMonthly: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 B112718M123118 – 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 2:00TL Last Load @ 5:00.+ Time Admin runs at  12:00 & 3:00M123118 – 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 2:00TL 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%22%20%5Co%20%22December%202018) | **January 2019** | [February ►](#February_2019" \o "Jump to February) |
| --- | --- | --- |
| **Sun** | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** |
| Time Admin Runs DailyBiweekly:5:45 am10:00 pmMonthly: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 2:00TL 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 2:00TL 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 B012219Off-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) |
| --- | --- | --- |
| **Sun** | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** |
| Time Admin Runs DailyBiweekly:5:45 am10:00 pmMonthly: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 2:00TL 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 B020519Off-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 2:00TL 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 B021919Off-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) |
| --- | --- | --- |
| **Sun** | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** |
| Time Admin Runs DailyBiweekly:5:45 am10:00 pmMonthly: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 2:00TL 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 B030519Off-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 2:00TL 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 & M033119Off-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) |
| --- | --- | --- |
| **Sun** | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** |
| Time Admin Runs DailyBiweekly:5:45 am10:00 pmMonthly: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 2:00TL 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 B040219Off-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 & 3:00Absences 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 2:00TL 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 B041619Off-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) |
| --- | --- | --- |
| **Sun** | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** |
| Time Admin Runs DailyBiweekly:5:45 am10:00 pmMonthly: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 2:00TL 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 B043019Off-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 & 3:00M053119 – ePAR’s must be submitted & approved by today. | 17 Run Reallocation Process.***B051419 - 2nd Trial***Last corrections by 2:00TL 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 B051419Absences 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/BF052819Run 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 2:00TL 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 DailyBiweekly:5:45 am10:00 pmMonthly: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 & 3:00M063019 – ePAR’s must be submitted & approved by today. | 14 Run Reallocation Process.***B061119 - 2nd Trial***Last corrections by 2:00TL 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 B061119Absences 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 2:00TL 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 DailyBiweekly:5:45 am10:00 pmMonthly: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 2:00TL 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 2:00TL Last Load @ 5:00.+ Time Admin runs at  12:00 & 3:00Run 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 DailyBiweekly:5:45 am10:00 pmMonthly: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 2:00TL 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 2:00TL 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 & M083119Off-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/BF082719B083119 – ePAR’s must be submitted & approved by today. | 29  | 30 **Pay Day – B082019**Run Reallocation Process. | 31  |