September 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 Pay Day – M083121 & MF/BF082621 Absences are finalized @ 12:00 for B083121 week 2 – *All high exceptions must be cleared & absences approved before 12:00.* +*Time Admin is run afterwards.* Run Leave Accruals	**2** *B083121 – Initial Trial* + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00	**3** *B083121 – FINAL – NO TRIAL* Confirm, Distribute & Encumb run. Create ck/adv files + No 2nd Trial Run Reallocation Process.	**4**
5	**6** HOLIDAY	**7** FY22 Initial Encumbrances Run your final reports for B083121	**8** Absences are finalized @ 12:00 for B091421 week 1 – *All high exceptions must be cleared & absences approved before 12:00.* +*Time Admin is run afterwards.*	**9** Off-cycle for MF/BF090921	**10** Pay Day – B083121 Run Reallocation Process. ePAR cutoff for B091421.	**11**
12	**13**	**14** B091421 – Period ends & paylines are created.	**15** Pay Day – MF/BF090921 Absences are finalized @ 12:00 for B091421 week 2 – *All high exceptions must be cleared & absences approved before 12:00.* +*Time Admin is run afterwards.*	**16** *B091421 – Initial Trial* + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00	**17** *B091421 - 2nd Trial* Last corrections by 2:00 TL Last Load @ 5:00. + Time Admin runs at 12:00 & 3:00 Run Reallocation Process.	**18**
19	**20** *B091421 - FINAL* Confirm, Distribute & Encumb run. Create ck/adv files Monthly Maintenance Encumbrances are run	**21** Run your final reports for B091421 M093021 Paylines are created. Absences are finalized @ 12:00 for M093021 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 B092821 week 1 – *All high exceptions must be cleared & absences approved before 12:00.* +*Time Admin is run afterwards.* *M093021 – Trial* + Run & review trial + Process corrections	**23**	**24** Pay Day – B091421 Run Reallocation Process. *M093021 - FINAL* Confirm, Distribute & Encumb run. Create ck/adv files. ePAR cutoff for B092821.	**25**
26	**27** Off-cycle for MF/BF092721	**28** B092821 – Period ends & paylines are created.	**29** Absences are finalized @ 12:00 for B092821 week 2 – *All high exceptions must be cleared & absences approved before 12:00.* +*Time Admin is run afterwards.*	**30** *B092821 – Initial Trial* + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00		

October 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 **Pay Day – M093021 & MF/BF092721** Run Reallocation Process.	**2**
3	**4** **_B092821 - FINAL_** Confirm, Distribute & Encumb run. Create ck/adv files Monthly Maintenance Encumbrances are run Run Leave Accruals	**5** Run your final reports for B092821	**6** Absences are finalized @ 12:00 for B101221 week 1 – _All high exceptions must be cleared & absences approved before 12:00._ +_Time Admin is run afterwards._	**7**	**8** **Pay Day – B092821** Run Reallocation Process. ePAR cutoff for B101221.	**9**
10	**11** Off-cycle for MF/BF101121	**12** B101221 – Period ends & paylines are created.	**13** Absences are finalized @ 12:00 for B101221 week 2 – _All high exceptions must be cleared & absences approved before 12:00._ +_Time Admin is run afterwards._	**14** **_B101221 – Initial Trial_** + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00	**15** **Pay Day – MF/BF101121** **_B101221 - 2nd Trial_** Last corrections by 2:00 TL Last Load @ 5:00. + Time Admin runs at 12:00 & 3:00 Run Reallocation Process.	**16**
17	**18** **_B101221 - FINAL_** Confirm, Distribute & Encumb run. Create ck/adv files Monthly Maintenance Encumbrances are run	**19** Run your final reports for B101221 M103121 Paylines are created. Absences are finalized @ 12:00 for M103121 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 B102621 week 1 – _All high exceptions must be cleared & absences approved before 12:00._ +_Time Admin is run afterwards._ **_M103121 – Trial_** + Run & review trial + Process corrections	**21**	**22** **Pay Day – B101221** Run Reallocation Process. **_M103121 - FINAL_** Confirm, Distribute & Encumb run. Create ck/adv files. ePAR cutoff for B102621.	**23**
24	**25** Off-cycle for MF/BF102521 Run your final reports for M103121	**26** B102621 – Period ends & paylines are created.	**27** Absences are finalized @ 12:00 for B102621 week 2 – _All high exceptions must be cleared & absences approved before 12:00._ +_Time Admin is run afterwards._	**28** **_B102621 – Initial Trial_** + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00	**29** **_B102621 - 2nd Trial_** Last corrections by 2:00 TL Last Load @ 5:00. + Time Admin runs at 12:00 & 3:00 Run Reallocation Process.	**30**
31						

November 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 **Pay Day – M103121 & MF/BF102521** _B102621 - FINAL_ Confirm, Distribute & Encumb run. Create ck/adv files Monthly Maintenance Encumbrances are run	**2** Run your final reports for B102621	**3** Absences are finalized @ 12:00 for B110921 week 1 – _All high exceptions must be cleared & absences approved before 12:00._ +_Time Admin is run afterwards._	**4**	**5** **Pay Day – B102621** Run Reallocation Process. ePAR cutoff for B110921.	**6**
7	**8**	**9** B110921 – Period ends & paylines are created. Off-cycle for MF/BF110921	**10** Absences are finalized @ 12:00 for B110921 week 2 – _All high exceptions must be cleared & absences approved before 12:00._ +_Time Admin is run afterwards._	**11** _B110921 – Initial Trial_ + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00	**12** _B110921 - 2nd Trial_ Last corrections by 2:00 TL Last Load @ 5:00. + Time Admin runs at 12:00 & 3:00 Run Reallocation Process.	**13**
14	**15** **Pay Day – MF/BF110921** _B110921 - FINAL_ Confirm, Distribute & Encumb run. Create ck/adv files Monthly Maintenance Encumbrances are run	**16** Run your final reports for B110921 M113021 Paylines are created. Absences are finalized @ 12:00 for M113021 approve before 12:00. – _All high exceptions must be cleared & absences approved before 12:00._ +_Time Admin is run afterwards._	**17** Absences are finalized @ 12:00 for B112321 week 1 – _All high exceptions must be cleared & absences approved before 12:00._ +_Time Admin is run afterwards._	**18** _M113021 – Trial_ + Run & review trial + Process corrections	**19** **Pay Day – B110921** Run Reallocation Process. _M113021 - FINAL_ Confirm, Distribute & Encumb run. Create ck/adv files. ePAR cutoff for B112321.	**20**
21	**22** Run your final reports for M113021	**23** B112321 – Period ends & paylines are created. Off-cycle for MF/BF112321	**24** Run Reallocation Process. Absences are finalized @ 12:00 for B112321 week 2 – _All high exceptions must be cleared & absences approved before 12:00._ +_Time Admin is run afterwards._	**25** **HOLIDAY**	**26** **HOLIDAY**	**27**
28	**29** _B112321 – FINAL – NO TRIAL_ Confirm, Distribute & Encumb run. Create ck/adv files Monthly Maintenance Encumbrances are run	**30** Run your final reports for B112321				

December 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 **Pay Day – M113021 & MF/BF112321** Absences are finalized @ 12:00 for B120721 week 1 – *All high exceptions must be cleared & absences approved before 12:00.* *+Time Admin is run afterwards.*	**2**	**3** **Pay Day – B112321** Run Reallocation Process. ePAR cutoff for B120721.	**4**
5	**6**	**7** B120721 – Period ends & paylines are created. Off-cycle for MF/BF120721	**8** Absences are finalized @ 12:00 for B120721 week 2 – *All high exceptions must be cleared & absences approved before 12:00.* *+Time Admin is run afterwards.*	**9** ***B120721 – Initial Trial*** + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00	**10** ***B120721 - 2nd Trial*** Last corrections by 2:00 TL Last Load @ 5:00. + Time Admin runs at 12:00 & 3:00 Run Reallocation Process.	**11**
12	**13** ***B120721 - FINAL*** Confirm, Distribute & Encumb run. Create ck/adv files Monthly Maintenance Encumbrances are run	**14** Run your final reports for B120721 M123121 Paylines are created.	**15** **Pay Day – MF/BF120721** Absences are finalized @ 12:00 for B122121 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 M123121 approve before 12:00. – *All high exceptions must be cleared & absences approved before 12:00.* *+Time Admin is run afterwards.*	**17** **Pay Day – B120721** Run Reallocation Process. ***M123121 – Trial*** + Run & review trial + Process corrections ePAR cutoff for B122121.	**18**
19	**20** ***M123121 - FINAL*** Confirm, Distribute & Encumb run. Create ck/adv files.	**21** B12211 – Period ends & paylines are created. Run your final reports for M123121	**22** Absences are finalized @ 12:00 for B122121 week 2 – *All high exceptions must be cleared & absences approved before 12:00.* *+Time Admin is run afterwards.*	**23** Run Reallocation Process. ==***B122121 – FINAL – NO TRIAL*** Confirm, Distribute & Encumb run. Create ck/adv files== ==Monthly Maintenance Encumbrances are run==	**24** **HOLIDAY**	**25** **HOLIDAY**
26	**27** **HOLIDAY**	**28** **HOLIDAY**	**29** Absences are finalized @ 12:00 for B010422 week 1 – *All high exceptions must be cleared & absences approved before 12:00.* *+Time Admin is run afterwards.* **HOLIDAY**	**30** **HOLIDAY**	**31** **HOLIDAY**	

January 2022

January 2022

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	**3**	**4** **Pay Day – M123121** B010422 – Period ends & paylines are created. ePAR cutoff for B010422.	**5** Absences are finalized @ 12:00 for B010422 week 2 – *All high exceptions must be cleared & absences approved before 12:00.* +*Time Admin is run afterwards.*	**6** *B010422 – Initial Trial* + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00	**7** *B010422 - 2nd Trial* Last corrections by 2:00 TL Last Load @ 5:00. + Time Admin runs at 12:00 & 3:00 Run Reallocation Process.	**8**
9	**10** *B010422 - FINAL* Confirm, Distribute & Encumb run. Create ck/adv files Monthly Maintenance Encumbrances are run	**11** Run your final reports for B010422 Off-cycle for MF/BF011122	**12** Absences are finalized @ 12:00 for B011822 week 1 – *All high exceptions must be cleared & absences approved before 12:00.* +*Time Admin is run afterwards.*	**13**	**14** **Pay Day – B010422** Run Reallocation Process. ePAR cutoff for 011822.	**15**
16	**17** **HOLIDAY**	**18** **Pay Day – MF/BF011122** B011822 – Period ends & paylines are created. M013122 Paylines are created. Absences are finalized @ 12:00 for M013122 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 B011822 week 2 – *All high exceptions must be cleared & absences approved before 12:00.* +*Time Admin is run afterwards.* *M013122 – Trial* + Run & review trial + Process corrections	**20** *B011822 – Initial Trial* + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00	**21** *B011822 - 2nd Trial* Last corrections by 2:00 TL Last Load @ 5:00. + Time Admin runs at 12:00 & 3:00 Run Reallocation Process. *M013122 - FINAL* Confirm, Distribute & Encumb run. Create ck/adv files.	**22**
23	**24** *B011822 - FINAL* Confirm, Distribute & Encumb run. Create ck/adv files Monthly Maintenance Encumbrances are run Run your final reports for M013122	**25** Run your final reports for B011822 Off-cycle for MF/BF012522	**26** Absences are finalized @ 12:00 for B020122 week 1 – *All high exceptions must be cleared & absences approved before 12:00.* +*Time Admin is run afterwards.*	**27**	**28** **Pay Day – B011822** Run Reallocation Process. ePAR cutoff for B020122.	**29**
30	**31**					

February 2022

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 **Pay Day – M013122 & MF/BF012522** B020122 – Period ends & paylines are created.	**2** Absences are finalized @ 12:00 for B020122 week 2 – *All high exceptions must be cleared & absences approved before 12:00.* +*Time Admin is run afterwards.*	**3** ***B020122 – Initial Trial*** + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00	**4** ***B020122 - 2nd Trial*** Last corrections by 2:00 TL Last Load @ 5:00. + Time Admin runs at 12:00 & 3:00 Run Reallocation Process.	**5**
6	**7** ***B020122 - FINAL*** Confirm, Distribute & Encumb run. Create ck/adv files Monthly Maintenance Encumbrances are run	**8** Run your final reports for B020122 Off-cycle for MF/BF020822	**9** Absences are finalized @ 12:00 for B021522 week 1 – *All high exceptions must be cleared & absences approved before 12:00.* +*Time Admin is run afterwards.*	**10**	**11** **Pay Day – B020122** Run Reallocation Process. ePAR cutoff for B021522.	**12**
13	**14**	**15** **Pay Day – MF/BF020822** B021522 – Period ends & paylines are created M022822 Paylines are created.. Absences are finalized @ 12:00 for M022822 approve before 12:00. – *All high exceptions must be cleared & absences approved before 12:00.* +*Time Admin is run afterwards.*	**16** Absences are finalized @ 12:00 for B021522 week 2 – *All high exceptions must be cleared & absences approved before 12:00.* +*Time Admin is run afterwards.* ***M022822 – Trial*** + Run & review trial + Process corrections	**17** ***B021522 – Initial Trial*** + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00	**18** ***B021522 - 2nd Trial*** Last corrections by 2:00 TL Last Load @ 5:00. + Time Admin runs at 12:00 & 3:00 Run Reallocation Process. ***M022822 - FINAL*** Confirm, Distribute & Encumb run. Create ck/adv files.	**19**
20	**21** ***B021522 - FINAL*** Confirm, Distribute & Encumb run. Create ck/adv files Monthly Maintenance Encumbrances are run Run your final reports for M022822	**22** Run your final reports for B021522 Off-cycle for MF/BF022222	**23** Absences are finalized @ 12:00 for B030122 week 1 – *All high exceptions must be cleared & absences approved before 12:00.* +*Time Admin is run afterwards.*	**24**	**25** **Pay Day – B021522** Run Reallocation Process. ePAR cutoff for B030122.	**26**
27	**28**					

March 2022

◄ February | | | | | | April ►

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 **Pay Day – M022822 & MF/BF022222** B030122 – Period ends & paylines are created.	**2** Absences are finalized @ 12:00 for B030122 week 2 – *All high exceptions must be cleared & absences approved before 12:00.* *+Time Admin is run afterwards.*	**3** *__B030122 – Initial Trial__* + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00	**4** *__B030122 - 2nd Trial__* Last corrections by 2:00 TL Last Load @ 5:00. + Time Admin runs at 12:00 & 3:00 Run Reallocation Process.	**5**
6	**7** *__B030122 - FINAL__* Confirm, Distribute & Encumb run. Create ck/adv files Monthly Maintenance Encumbrances are run	**8** Run your final reports for B030122 Off-cycle for MF/BF030822	**9** Absences are finalized @ 12:00 for B031522 week 1 – *All high exceptions must be cleared & absences approved before 12:00.* *+Time Admin is run afterwards.*	**10**	**11** **Pay Day – B030122** Run Reallocation Process. ePAR cutoff for B031522.	**12**
13	**14**	**15** **Pay Day – MF/BF030822** B031522 – Period ends & paylines are created.	**16** Absences are finalized @ 12:00 for B031522 week 2 – *All high exceptions must be cleared & absences approved before 12:00.* *+Time Admin is run afterwards.*	**17** *__B031522 – Initial Trial__* + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00	**18** *__B031522 - 2nd Trial__* Last corrections by 2:00 TL Last Load @ 5:00. + Time Admin runs at 12:00 & 3:00 Run Reallocation Process.	**19**
20	**21** *__B031522 - FINAL__* Confirm, Distribute & Encumb run. Create ck/adv files Monthly Maintenance Encumbrances are run	**22** Run your final reports for B031522 M033122 Paylines are created. Absences are finalized @ 12:00 for M033122 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 B032922 week 1 – *All high exceptions must be cleared & absences approved before 12:00.* *+Time Admin is run afterwards.* *__M033122 – Trial__* + Run & review trial + Process corrections	**24**	**25** **Pay Day – B031522** Run Reallocation Process. *__M033122 - FINAL__* Confirm, Distribute & Encumb run. Create ck/adv files. ePAR cutoff for B032922.	**26**
27	**28** Off-cycle for MF/BF032822 Run your final reports for M033122	**29** B032922 – Period ends & paylines are created.	**30** Absences are finalized @ 12:00 for B032922 week 2 – *All high exceptions must be cleared & absences approved before 12:00.* *+Time Admin is run afterwards.*	**31** *__B032922 – Initial Trial__* + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00		

April 2022

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 **Pay Day – M033122 & MF/BF032822** **B032922 - 2ⁿᵈ Trial** Last corrections by 2:00 TL Last Load @ 5:00. + Time Admin runs at 12:00 & 3:00 Run Reallocation Process.	**2**
3	**4** **B032922 - FINAL** Confirm, Distribute & Encumb run. Create ck/adv files Monthly Maintenance Encumbrances are run	**5** Run your final reports for B032922	**6** Absences are finalized @ 12:00 for B041222 week 1 – *All high exceptions must be cleared & absences approved before 12:00.* +*Time Admin is run afterwards.*	**7**	**8** **Pay Day – B032922** Run Reallocation Process. ePAR cutoff for B041222.	**9**
10	**11** Off-cycle for MF/BF041122	**12** B041222 – Period ends & paylines are created.	**13** Absences are finalized @ 12:00 for B041222 week 2 – *All high exceptions must be cleared & absences approved before 12:00.* +*Time Admin is run afterwards.*	**14** **B041222 – Initial Trial** + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00	**15** **Pay Day – MF/BF041122** **B041222 - 2ⁿᵈ Trial** Last corrections by 2:00 TL Last Load @ 5:00. + Time Admin runs at 12:00 & 3:00 Run Reallocation Process.	**16**
17	**18** **B041222 - FINAL** Confirm, Distribute & Encumb run. Create ck/adv files Monthly Maintenance Encumbrances are run	**19** Run your final reports for B041222 M043022 Paylines are created. Absences are finalized @ 12:00 for M043022 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 B042622 week 1 – *All high exceptions must be cleared & absences approved before 12:00.* +*Time Admin is run afterwards.*	**21** **M043022 – Trial** + Run & review trial + Process corrections	**22** **Pay Day – B041222** Run Reallocation Process. **M043022 - FINAL** Confirm, Distribute & Encumb run. Create ck/adv files. ePAR cutoff for B042622.	**23**
24	**25** Run your final reports for B043022	**26** B042622 – Period ends & paylines are created. Off-cycle for MF/BF042622	**27** Absences are finalized @ 12:00 for B042622 week 2 – *All high exceptions must be cleared & absences approved before 12:00.* +*Time Admin is run afterwards.*	**28** **B042622 – Initial Trial** + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00	**29** **B042622 - 2ⁿᵈ Trial** Last corrections by 2:00 TL Last Load @ 5:00. + Time Admin runs at 12:00 & 3:00 Run Reallocation Process.	**30**

May 2022

◄ April | **May 2022** | June ►

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	**2** **Pay Day – M043022 & MF/BF042622** **_B042622 - FINAL_** Confirm, Distribute & Encumb run. Create ck/adv files Monthly Maintenance Encumbrances are run	**3** Run your final reports for B042622	**4** Absences are finalized @ 12:00 for B051022 week 1 – *All high exceptions must be cleared & absences approved before 12:00.* +*Time Admin is run afterwards.*	**5**	**6** **Pay Day – B042622** Run Reallocation Process. ePAR cutoff for B051022.	**7**
8	**9**	**10** B051022 – Period ends & paylines are created. Off-cycle for MF/BF051022	**11** Absences are finalized @ 12:00 for B051022 week 2 – *All high exceptions must be cleared & absences approved before 12:00.* +*Time Admin is run afterwards.*	**12** **_B051022 – Initial Trial_** + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00	**13** **_B051022 - 2nd Trial_** Last corrections by 2:00 TL Last Load @ 5:00. + Time Admin runs at 12:00 & 3:00 Run Reallocation Process.	**14**
15	**16** **Pay Day – MF/BF051022** **_B051022 - FINAL_** Confirm, Distribute & Encumb run. Create ck/adv files Monthly Maintenance Encumbrances are run	**17** Run your final reports for B051022 M053122 Paylines are created.	**18** Absences are finalized @ 12:00 for B052422 week 1 – *All high exceptions must be cleared & absences approved before 12:00.* +*Time Admin is run afterwards.*	**19** Absences are finalized @ 12:00 for M053122 approve before 12:00. – *All high exceptions must be cleared & absences approved before 12:00.* +*Time Admin is run afterwards.*	**20** **Pay Day – B051022** Run Reallocation Process. **_M053122 – Trial_** + Run & review trial + Process corrections ePAR cutoff for B052422.	**21**
22	**23** **_M053122 - FINAL_** Confirm, Distribute & Encumb run. Create ck/adv files.	**24** B052422 – Period ends & paylines are created. Off-cycle for MF/BF052422 Run your final reports for B053122	**25** Absences are finalized @ 12:00 for B052422 week 2 – *All high exceptions must be cleared & absences approved before 12:00.* +*Time Admin is run afterwards.*	**26** **_B052422 – Initial Trial_** + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00	**27** Run Reallocation Process. **_B052422 - FINAL_** Confirm, Distribute & Encumb run. Create ck/adv files Monthly Maintenance Encumbrances are run	**28**
29	**30** **HOLIDAY**	**31** Run your final reports for B052422				

June 2022

◄ May   July ►

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 **Pay Day – M053122 & MF/BF052422** Absences are finalized @ 12:00 for B060722 week 1 – *All high exceptions must be cleared & absences approved before 12:00.* +*Time Admin is run afterwards.*	**2**	**3** **Pay Day – B052422** Run Reallocation Process. ePAR cutoff for B060722.	**4**
5	**6**	**7** B060722 – Period ends & paylines are created. Off-cycle for MF/BF060722	**8** Absences are finalized @ 12:00 for B060722 week 2 – *All high exceptions must be cleared & absences approved before 12:00.* +*Time Admin is run afterwards.*	**9** **_B060722 – Initial Trial_** + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00	**10** B060722 - 2nd Trial Last corrections by 2:00 TL Last Load @ 5:00. + Time Admin runs at 12:00 & 3:00 Run Reallocation Process.	**11**
12	**13** **_B060722 - FINAL_** Confirm, Distribute & Encumb run. Create ck/adv files Monthly Maintenance Encumbrances are run	**14** Run your final reports for B060722	**15** **Pay Day – MF/BF060722** Absences are finalized @ 12:00 for B062122 week 1 – *All high exceptions must be cleared & absences approved before 12:00.* +*Time Admin is run afterwards.*	**16**	**17** **Pay Day – B060722** Run Reallocation Process. ePAR cutoff for B062122.	**18**
19	**20** M063022 Paylines are created. Absences are finalized @ 12:00 for M063022 approve before 12:00. – *All high exceptions must be cleared & absences approved before 12:00.* +*Time Admin is run afterwards.*	**21** B062122 – Period ends & paylines are created. **_M063022 – Trial_** + Run & review trial + Process corrections	**22** Absences are finalized @ 12:00 for B062122 week 2 – *All high exceptions must be cleared & absences approved before 12:00.* +*Time Admin is run afterwards.* Run your final reports for B063022	**23** **_B062122 – Initial Trial_** + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00 **_M063022 - FINAL_** Confirm, Distribute & Encumb run. Create ck/adv files.	**24** B062122 - 2nd Trial Last corrections by 2:00 TL Last Load @ 5:00. + Time Admin runs at 12:00 & 3:00 Run Reallocation Process.	**25**
26	**27** **_B062122 - FINAL_** Confirm, Distribute & Encumb run. Create ck/adv files Monthly Maintenance Encumbrances are run	**28** Run your final reports for B062122 Off-cycle for MF/BF062822	**29** Absences are finalized @ 12:00 for B070522 week 2 – *All high exceptions must be cleared & absences approved before 12:00.* +*Time Admin is run afterwards.*	**30**		

July 2022

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 **Pay Day – M63022, B062122 & MF/BF062822** Run Reallocation Process. ePAR cutoff for B070522.	**2**
3	**4** **HOLIDAY**	**5** B070522 – Period ends & paylines are created.	**6** Absences are finalized @ 12:00 for B070522 week 2 – *All high exceptions must be cleared & absences approved before 12:00.* +*Time Admin is run afterwards.*	**7** ***B070522 – Initial Trial*** + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00	**8** ***B070522 - 2nd Trial*** Last corrections by 2:00 TL Last Load @ 5:00. + Time Admin runs at 12:00 & 3:00 Run Reallocation Process.	**9**
10	**11** ***B070522 - FINAL*** Confirm, Distribute & Encumb run. Create ck/adv files Monthly Maintenance Encumbrances are run	**12** Run your final reports for B070522 Off-cycle for MF/BF071222	**13** Absences are finalized @ 12:00 for B071922 week 1 – *All high exceptions must be cleared & absences approved before 12:00.* +*Time Admin is run afterwards.*	**14**	**15** **Pay Day – B070522 & BF/MF071222** Run Reallocation Process. ePAR cutoff for B071922.	**16**
17	**18** M073122 Paylines are created. Absences are finalized @ 12:00 for M073122 approve before 12:00. – *All high exceptions must be cleared & absences approved before 12:00.* +*Time Admin is run afterwards.*	**19** B071922 – Period ends & paylines are created. ***M073122 – Trial*** + Run & review trial + Process corrections	**20** Absences are finalized @ 12:00 for B071922 week 2 – *All high exceptions must be cleared & absences approved before 12:00.* +*Time Admin is run afterwards.*	**21** ***B071922 – Initial Trial*** + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00 ***M073122 - FINAL*** Confirm, Distribute & Encumb run. Create ck/adv files.	**22** ***B071922 - 2nd Trial*** Last corrections by 2:00 TL Last Load @ 5:00. + Time Admin runs at 12:00 & 3:00 Run Reallocation Process. Run your final reports for M073122	**23**
24	**25** ***B071922 - FINAL*** Confirm, Distribute & Encumb run. Create ck/adv files Monthly Maintenance Encumbrances are run	**26** Run your final reports for B071922 Off-cycle for MF/BF072622	**27** Absences are finalized @ 12:00 for B080222 week 1 – *All high exceptions must be cleared & absences approved before 12:00.* +*Time Admin is run afterwards.*	**28**	**29** **Pay Day – B071922** Run Reallocation Process. ePAR cutoff for B080222.	**30**
31						

August 2022

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 **Pay Day – M073122 & MF/BF072622**	**2** B080222 – Period ends & paylines are created.	**3** Absences are finalized @ 12:00 for B080222 week 2 – *All high exceptions must be cleared & absences approved before 12:00.* *+Time Admin is run afterwards.*	**4** ***B080222 – Initial Trial*** + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00	**5** ***B080222 - 2ⁿᵈ Trial*** Last corrections by 2:00 TL Last Load @ 5:00. + Time Admin runs at 12:00 & 3:00 Run Reallocation Process.	**6**
7	**8** ***B080222 - FINAL*** Confirm, Distribute & Encumb run. Create ck/adv files Monthly Maintenance Encumbrances are run	**9** Run your final reports for B080222 Off-cycle for MF/BF080922	**10** Absences are finalized @ 12:00 for B081622 week 1 – *All high exceptions must be cleared & absences approved before 12:00.* *+Time Admin is run afterwards.*	**11**	**12** **Pay Day – B080222** Run Reallocation Process. ePAR cutoff for B081622.	**13**
14	**15** **Pay Day – MF/BF080222**	**16** B081622 – Period ends & paylines are created. M083122. Paylines are created. Absences are finalized @ 12:00 for M083122 approve before 12:00. – *All high exceptions must be cleared & absences approved before 12:00.* *+Time Admin is run afterwards.*	**17** Absences are finalized @ 12:00 for B081622 week 1 – *All high exceptions must be cleared & absences approved before 12:00.* *+Time Admin is run afterwards.* ***M083122 – Trial*** + Run & review trial + Process corrections	**18** ***B081622 – Initial Trial*** + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00	**19** ***B081622 - 2ⁿᵈ Trial*** Last corrections by 2:00 TL Last Load @ 5:00. + Time Admin runs at 12:00 & 3:00 Run Reallocation Process. ***M083122 - FINAL*** Confirm, Distribute & Encumb run. Create ck/adv files.	**20**
21	**22** ***B081622 - FINAL*** Confirm, Distribute & Encumb run. Create ck/adv files Monthly Maintenance Encumbrances are run Run your final reports for B071922	**23** Run your final reports for B081622 Off-cycle for MF/BF082322	**24** Absences are finalized @ 12:00 for B083022 week 1 – *All high exceptions must be cleared & absences approved before 12:00.* *+Time Admin is run afterwards.*	**25**	**26** **Pay Day – B081622** Run Reallocation Process. ePAR cutoff for B083022.	**27**
28	**29**	**30** B083022 – Period ends & paylines are created.	**31** Absences are finalized @ 12:00 for B083022 week 2 – *All high exceptions must be cleared & absences approved before 12:00.* *+Time Admin is run afterwards.*			