

Sun	Mon	Tue	Wed	Thu	Fri	Sat
<p>Time Admin Runs Daily</p> <p>Biweekly: 5:45 am 8:00 am 6:00 pm 10:00 pm</p> <p>Monthly: 10:00 am</p>		<p>1</p> <p>B090120 – Period ends & paylines are created.</p> <p>B083120 - FINAL Confirm, Distribute & Encumb run. Create ck/adv files</p> <p>Run Leave Accruals</p>	<p>2</p> <p>Pay Day – M083120 & MF/BF082520</p> <p>Absences are finalized @ 12:00 for B090120 week 2 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> +Time Admin is run afterwards.</p>	<p>3</p> <p>B090120 – Initial Trial + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00 + NO 2nd Trial with this Payroll.</p>	<p>4</p> <p>B090120 - FINAL Confirm, Distribute & Encumb run. Create ck/adv files</p> <p>Monthly Maintenance Encumbrances are run</p> <p>Run Reallocation Process.</p>	
6	7 HOLIDAY	<p>8</p> <p>Run your final reports for B090120</p> <p>Off-cycle for MF/BF090820</p>	<p>9</p> <p>Absences are finalized @ 12:00 for B091520 week 1 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> +Time Admin is run afterwards.</p>	10	<p>11</p> <p>Pay Day – B083120 & B090120</p> <p>Run Reallocation Process.</p> <p>ePAR cutoff for B091520</p>	12
13	14	<p>15</p> <p>B091520 – Period ends & paylines are created.</p> <p>Pay Day – MF/BF090120</p>	<p>16</p> <p>Absences are finalized @ 12:00 for B091520 week 2 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> +Time Admin is run afterwards.</p>	<p>17</p> <p>B091520 – Initial Trial + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00</p> <p>ePAR cutoff for M093020</p>	<p>18</p> <p>B091520 - 2nd Trial Last corrections by 2:00 TL Last Load @ 5:00. + Time Admin runs at 12:00 & 3:00</p> <p>Run Reallocation Process.</p>	19
20	<p>21</p> <p>B091520 - FINAL Confirm, Distribute & Encumb run. Create ck/adv files</p> <p>Monthly Maintenance Encumbrances are run</p> <p>M093020 – Paylines are created.</p> <p>Absences are finalized @ 12:00 for M093020 approve before 12:00. – <i>All high exceptions must be cleared & absences approved before 12:00.</i> +Time Admin is run afterwards.</p>	<p>22</p> <p>Run your final reports for B091520</p> <p>M093020 – Trial + Run & review trial + Process corrections</p>	<p>23</p> <p>Absences are finalized @ 12:00 for B09290 week 1 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> +Time Admin is run afterwards.</p>	<p>24</p> <p>M093020 - FINAL Confirm, Distribute & Encumb run. Create ck/adv files.</p>	<p>25</p> <p>Pay Day – B091520</p> <p>Run Reallocation Process.</p> <p>ePAR cutoff for B092920</p>	26
27	<p>28</p> <p>Off-cycle for MF/BF092820</p>	<p>29</p> <p>B092920 – Period ends & paylines are created.</p>	<p>30</p> <p>Absences are finalized @ 12:00 for B092920 week 2 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> +Time Admin is run afterwards.</p>			

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<p>Time Admin Runs Daily</p> <p>Biweekly: 5:45 am 10:00 pm</p> <p>Monthly: 10:00 am</p>				<p>1</p> <p>Pay Day – M093020 & MF/BF092820</p> <p>Run Leave Accruals</p> <p>B092920 – Initial Trial + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00</p>	<p>2</p> <p>B092920 - 2nd Trial Last corrections by 2:00 TL Last Load @ 5:00. + Time Admin runs at 12:00 & 3:00</p> <p>Run Reallocation Process.</p>	3
4	<p>5</p> <p>B092920 - FINAL Confirm, Distribute & Encumb run. Create ck/adv files</p> <p>Monthly Maintenance Encumbrances are run</p>	<p>6</p> <p>Run your final reports for B092920</p> <p>Off-cycle for MF/BF100620</p>	<p>7</p> <p>Absences are finalized @ 12:00 for B101320 week 1 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> +Time Admin is run afterwards.</p>	8	<p>9</p> <p>Pay Day – B092920</p> <p>Run Reallocation Process.</p> <p>ePAR cutoff for B101320</p>	10
11	12	<p>13</p> <p>B101320 – Period ends & paylines are created.</p>	<p>14</p> <p>Absences are finalized @ 12:00 for B101320 week 2 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> +Time Admin is run afterwards.</p>	<p>15</p> <p>Pay Day – MF/BF101320</p> <p>B101320 – Initial Trial + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00</p> <p>ePAR cutoff for M103120</p>	<p>16</p> <p>B101320 - 2nd Trial Last corrections by 2:00 TL Last Load @ 5:00. + Time Admin runs at 12:00 & 3:00</p> <p>Run Reallocation Process.</p>	17
18	<p>19</p> <p>B101320 - FINAL Confirm, Distribute & Encumb run. Create ck/adv files</p> <p>Monthly Maintenance Encumbrances are run</p> <p>M103120 – Paylines are created.</p>	<p>20</p> <p>Run your final reports for B101320</p> <p>Absences are finalized @ 12:00 for M103120 approve before 12:00. – <i>All high exceptions must be cleared & absences approved before 12:00.</i> +Time Admin is run afterwards.</p>	<p>21</p> <p>Absences are finalized @ 12:00 for B102720 week 1 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> +Time Admin is run afterwards.</p> <p>M103120 – Trial + Run & review trial + Process corrections</p>	22	<p>23</p> <p>Pay Day – B101320</p> <p>Run Reallocation Process.</p> <p>M103120 - FINAL Confirm, Distribute & Encumb run. Create ck/adv files.</p> <p>ePAR cutoff for B102720</p>	24
25	<p>26</p> <p>Off-cycle for MF/BF102620</p>	<p>27</p> <p>B102720 – Period ends & paylines are created.</p>	<p>28</p> <p>Absences are finalized @ 12:00 for B102720 week 2 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> +Time Admin is run afterwards.</p>	<p>29</p> <p>B102720 – Initial Trial + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00</p>	<p>30</p> <p>B102720 - 2nd Trial Last corrections by 2:00 TL Last Load @ 5:00. + Time Admin runs at 12:00 & 3:00</p> <p>Run Reallocation Process.</p>	31

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 Pay Day – M103120 & MF/BF102620 <u>B102720 - FINAL</u> Confirm, Distribute & Encumb run. Create ck/adv files Run Leave Accruals Monthly Maintenance Encumbrances are run	3 Run your final reports for B102720	4 Absences are finalized @ 12:00 for B111020 week 1 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> +Time Admin is run afterwards.	5	6 Pay Day – B102720 Run Reallocation Process. ePAR cutoff for B111020	7
8	9	10 B111020 – Period ends & paylines are created. Off-cycle for MF/BF110920	11 Absences are finalized @ 12:00 for B111020 week 2 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> +Time Admin is run afterwards.	12 <u>B111020 – Initial Trial</u> + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00 ePAR cutoff for M113020	13 <u>B111020 - 2nd Trial</u> 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/BF110920 <u>B111020 - FINAL</u> Confirm, Distribute & Encumb run. Create ck/adv files Monthly Maintenance Encumbrances are run M113020 – Paylines are created.	17 Run your final reports for B111020 Absences are finalized @ 12:00 for M113020 approve before 12:00. – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards.	18 Absences are finalized @ 12:00 for B112420 week 1 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> +Time Admin is run afterwards. <u>M113020 – Trial</u> + Run & review trial + Process corrections	19	20 Pay Day – B111020 Run Reallocation Process. ePAR cutoff for B112420	21
22	23 <u>M113020 - FINAL</u> Confirm, Distribute & Encumb run. Create ck/adv files.	24 B112420 – Period ends & paylines are created. Off-cycle for MF/BF112420	25 Absences are finalized @ 12:00 for B112420 week 2 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> +Time Admin is run afterwards.	26 HOLIDAY	27 HOLIDAY	28
29	30 <u>B112420 – Trial</u> + Review trial @ 8:00 am + Process corrections by 12:00 noon <u>B112420 - FINAL</u> Confirm @ 12:00 noon, Distribute & Encumb run. Create ck/adv files Monthly Maintenance Encumbrances are run	Time Admin Runs Daily Biweekly: 5:45 am 10:00 pm Monthly: 10:00 am				

December 2020						
◀ Nov 2020						Jan 2021 ▶
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 – M113020 & MF/BF112420 Run your final reports for B112420 Run Leave Accruals	2 Absences are finalized @ 12:00 for B120820 week 1 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> +Time Admin is run afterwards.	3	4 Pay Day – B112420 Run Reallocation Process. ePAR cutoff for B120820	5
6	7	8 B120820 – Period ends & paylines are created. Off-cycle for MF/BF120720	9 Absences are finalized @ 12:00 for B120820 week 2 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> +Time Admin is run afterwards.	10 B120820 – Initial Trial + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00	11 B120820 - 2nd Trial Last corrections by 2:00 TL Last Load @ 5:00. + Time Admin runs at 12:00 & 3:00 Run Reallocation Process.	12
13	14 B120820 - FINAL Confirm, Distribute & Encumb run. Create ck/adv files Monthly Maintenance Encumbrances are run	15 Pay Day – MF/BF120720 Run your final reports for B120820 ePAR cutoff for M123120	16 Absences are finalized @ 12:00 for B122020 week 1 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> +Time Admin is run afterwards.	17 M123120 – Paylines are created. Absences are finalized @ 12:00 for M123120 approve before 12:00. – <i>All high exceptions must be cleared & absences approved before 12:00.</i> +Time Admin is run afterwards.	18 Pay Day – B120820 Run Reallocation Process. M123120 – Trial + Run & review trial + Process corrections ePAR cutoff for B122220	19
20	21	22 B122220 – Period ends & paylines are created. M123120 - FINAL Confirm, Distribute & Encumb run. Create ck/adv files.	23 Absences are finalized @ 12:00 for B122020 week 2 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> +Time Admin is run afterwards. B122220 – FINAL No TRIAL All payable time, absences and corrections must be approved by 5:00 pm. No trial will be available. Confirm, Distribute & Encumb run. Create ck/adv files Monthly Maintenance Encumbrances are run	24 HOLIDAY	25 HOLIDAY	26
27	28 HOLIDAY	29 Run your final reports for B122220 HOLIDAY	30 Absences are finalized @ 12:00 for B010521 week 1 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> +Time Admin is run afterwards. HOLIDAY	31 HOLIDAY		

Sun	Mon	Tue	Wed	Thu	Fri	Sat
<p>Time Admin Runs Daily</p> <p>Biweekly: 5:45 am 10:00 pm</p> <p>Monthly: 10:00 am</p>					<p>1</p> <p>Run Reallocation Process.</p> <p>Run Leave Accruals</p> <p>HOLIDAY</p>	<p>2</p>
<p>3</p>	<p>4</p> <p>Pay Day – M123120 & B122220</p>	<p>5</p> <p>B010521 – Period ends & paylines are created.</p> <p>ePAR cutoff for B010521</p>	<p>6</p> <p>Absences are finalized @ 12:00 for B010521 week 2 – <i>All high exceptions must be cleared & absences approved before 12:00.</i></p> <p>+Time Admin is run afterwards.</p>	<p>7</p> <p><u>B010521 – Initial Trial</u></p> <p>+ Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00</p>	<p>8</p> <p><u>B010521 - 2nd Trial</u></p> <p>Last corrections by 2:00 TL Last Load @ 5:00. + Time Admin runs at 12:00 & 3:00</p> <p>Run Reallocation Process.</p>	<p>9</p>
<p>10</p>	<p>11</p> <p><u>B010521 - FINAL</u></p> <p>Confirm, Distribute & Encumb run. Create ck/adv files</p> <p>Monthly Maintenance Encumbrances are run</p>	<p>12</p> <p>Run your final reports for B010521</p> <p>Off-cycle for MF/BF011221</p>	<p>13</p> <p>Absences are finalized @ 12:00 for B011921 week 1 – <i>All high exceptions must be cleared & absences approved before 12:00.</i></p> <p>+Time Admin is run afterwards.</p>	<p>14</p> <p>ePAR cutoff for M13121</p>	<p>15</p> <p>Pay Day – B010521 & MF/BF011221</p> <p>Run Reallocation Process.</p> <p>ePAR cutoff for B011921</p>	<p>16</p>
<p>17</p>	<p>18</p> <p>M013121 – Paylines are created.</p>	<p>19</p> <p>B011921 – Period ends & paylines are created.</p> <p>Absences are finalized @ 12:00 for M013121 approve before 12:00. – <i>All high exceptions must be cleared & absences approved before 12:00.</i></p> <p>+Time Admin is run afterwards.</p>	<p>20</p> <p>Absences are finalized @ 12:00 for B011921 week 2 – <i>All high exceptions must be cleared & absences approved before 12:00.</i></p> <p>+Time Admin is run afterwards.</p> <p><u>M013121 – Trial</u></p> <p>+ Run & review trial + Process corrections</p>	<p>21</p> <p><u>B011921 – Initial Trial</u></p> <p>+ Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00</p>	<p>22</p> <p><u>B011921 - 2nd Trial</u></p> <p>Last corrections by 2:00 TL Last Load @ 5:00. + Time Admin runs at 12:00 & 3:00</p> <p><u>M013121 - FINAL</u></p> <p>Confirm, Distribute & Encumb run. Create ck/adv files.</p> <p>Run Reallocation Process.</p>	<p>23</p>
<p>24</p>	<p>25</p> <p><u>B011921 - FINAL</u></p> <p>Confirm, Distribute & Encumb run. Create ck/adv files</p> <p>Monthly Maintenance Encumbrances are run</p>	<p>26</p> <p>Run your final reports for B011921</p> <p>Off-cycle for MF/BF012621</p>	<p>27</p> <p>Absences are finalized @ 12:00 for B020221 week 1 – <i>All high exceptions must be cleared & absences approved before 12:00.</i></p> <p>+Time Admin is run afterwards.</p>	<p>28</p>	<p>29</p> <p>Pay Day – B011921</p> <p>Run Reallocation Process.</p> <p>ePAR cutoff for B020221</p>	<p>30</p>
<p>31</p>						

February 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
<p>Time Admin Runs Daily</p> <p>Biweekly: 5:45 am 10:00 pm</p> <p>Monthly: 10:00 am</p>	<p>1</p> <p>Pay Day – M013121 & MF/BF012621</p> <p>Run Leave Accruals</p>	<p>2</p> <p>B020221 – Period ends & paylines are created.</p>	<p>3</p> <p>Absences are finalized @ 12:00 for B020221 week 2 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> +Time Admin is run afterwards.</p>	<p>4</p> <p>B020221 – Initial Trial + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00</p>	<p>5</p> <p>B020221 - 2nd Trial Last corrections by 2:00 TL Last Load @ 5:00. + Time Admin runs at 12:00 & 3:00</p> <p>Run Reallocation Process.</p>	6
7	<p>8</p> <p>B020221 - FINAL Confirm, Distribute & Encumb run. Create ck/adv files</p> <p>Monthly Maintenance Encumbrances are run</p>	<p>9</p> <p>Run your final reports for B020221</p> <p>Off-cycle for MF/BF020921</p>	<p>10</p> <p>Absences are finalized @ 12:00 for B021621 week 1 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> +Time Admin is run afterwards.</p>	<p>11</p> <p>ePAR cutoff for M022821</p>	<p>12</p> <p>Pay Day – B020221</p> <p>Run Reallocation Process.</p> <p>ePAR cutoff for B021621</p>	13
14	<p>15</p> <p>Pay Day – MF/BF020921</p>	<p>16</p> <p>B021621 – Period ends & paylines are created.</p> <p>Absences are finalized @ 12:00 for M022821 approve before 12:00. – <i>All high exceptions must be cleared & absences approved before 12:00.</i> +Time Admin is run afterwards.</p>	<p>17</p> <p>Absences are finalized @ 12:00 for B021621 week 2 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> +Time Admin is run afterwards</p> <p>M022821 – Paylines are created.</p>	<p>18</p> <p>B021621 – Initial Trial + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00</p> <p>M022821 – Trial + Run & review trial + Process corrections</p>	<p>19</p> <p>B021621 - 2nd Trial Last corrections by 2:00 TL Last Load @ 5:00. + Time Admin runs at 12:00 & 3:00</p> <p>Run Reallocation Process.</p>	20
21	<p>22</p> <p>B021621 - FINAL Confirm, Distribute & Encumb run. Create ck/adv files</p> <p>M022821 - FINAL Confirm, Distribute & Encumb run. Create ck/adv files.</p> <p>Monthly Maintenance Encumbrances are run</p>	<p>23</p> <p>Run your final reports for B021621</p> <p>Off-cycle for MF/BF022321</p>	<p>24</p> <p>Absences are finalized @ 12:00 for B030221 week 1 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> +Time Admin is run afterwards.</p>	25	<p>26</p> <p>Pay Day – B021621</p> <p>Run Reallocation Process.</p> <p>ePAR cutoff for B030221</p>	27
28						

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<p>Time Admin Runs Daily</p> <p>Biweekly: 5:45 am 10:00 pm</p> <p>Monthly: 10:00 am</p>	<p>1</p> <p>Pay Day – M022821 & MF/BF022321</p> <p>Run Leave Accruals</p>	<p>2</p> <p>B030221 – Period ends & paylines are created.</p>	<p>3</p> <p>Absences are finalized @ 12:00 for B030221 week 2 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> +Time Admin is run afterwards.</p>	<p>4</p> <p><u>B030221 – Initial Trial</u></p> <p>+ Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00</p>	<p>5</p> <p><u>B030221 - 2nd Trial</u></p> <p>Last corrections by 2:00 TL Last Load @ 5:00. + Time Admin runs at 12:00 & 3:00</p> <p>Run Reallocation Process.</p>	6
7	<p>8</p> <p><u>B030221 - FINAL</u></p> <p>Confirm, Distribute & Encumb run. Create ck/adv files</p> <p>Monthly Maintenance Encumbrances are run</p>	<p>9</p> <p>Run your final reports for B030221</p> <p>Off-cycle for MF/BF030921</p>	<p>10</p> <p>Absences are finalized @ 12:00 for B031621 week 1 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> +Time Admin is run afterwards.</p>	11	<p>12</p> <p>Pay Day – B030221</p> <p>Run Reallocation Process.</p> <p>ePAR cutoff for B031621</p>	13
14	<p>15</p> <p>Pay Day – MF/BF030921</p>	<p>16</p> <p>B031621 – Period ends & paylines are created.</p>	<p>17</p> <p>Absences are finalized @ 12:00 for B031621 week 2 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> +Time Admin is run afterwards.</p>	<p>18</p> <p><u>B031621 – Initial Trial</u></p> <p>+ Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00</p> <p>ePAR cutoff for M033121</p>	<p>19</p> <p><u>B031621 - 2nd Trial</u></p> <p>Last corrections by 2:00 TL Last Load @ 5:00. + Time Admin runs at 12:00 & 3:00</p> <p>Run Reallocation Process.</p>	20
21	<p>22</p> <p><u>B031621 - FINAL</u></p> <p>Confirm, Distribute & Encumb run. Create ck/adv files</p> <p>Monthly Maintenance Encumbrances are run</p> <p>M033121 – Paylines are created.</p> <p>Absences are finalized @ 12:00 for M033121 approve before 12:00. – <i>All high exceptions must be cleared & absences approved before 12:00.</i> +Time Admin is run afterwards.</p>	<p>23</p> <p>Run your final reports for B031621</p> <p><u>M033121 – Trial</u></p> <p>+ Run & review trial + Process corrections</p>	<p>24</p> <p>Absences are finalized @ 12:00 for B033021 week 1 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> +Time Admin is run afterwards.</p>	<p>25</p> <p><u>M033121 - FINAL</u></p> <p>Confirm, Distribute & Encumb run. Create ck/adv files.</p>	<p>26</p> <p>Pay Day – B031621</p> <p>Run Reallocation Process.</p> <p>ePAR cutoff for B033021</p>	27
28	<p>29</p> <p>Off-cycle for MF/BF032921</p>	<p>30</p> <p>B033021 – Period ends & paylines are created.</p>	<p>31</p> <p>Absences are finalized @ 12:00 for B033021 week 2 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> +Time Admin is run afterwards.</p>			

◀ Mar 2021		April 2021					May 2021 ▶
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 – M033121 & MF/BF032921 Run Leave Accruals B033021 – Initial Trial + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00	2 B033021 - 2nd Trial Last corrections by 2:00 TL Last Load @ 5:00. + Time Admin runs at 12:00 & 3:00 Run Reallocation Process.	3	
4	5 B033021 - FINAL Confirm, Distribute & Encumb run. Create ck/adv files Monthly Maintenance Encumbrances are run	6 Run your final reports for B033021 Off-cycle for MF/BF040621	7 Absences are finalized @ 12:00 for B041321 week 1 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards.	8	9 Pay Day – B033021 Run Reallocation Process. ePAR cutoff for B041321	10	
11	12	13 B041321 – Period ends & paylines are created.	14 Absences are finalized @ 12:00 for B041321 week 2 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards.	15 Pay Day – MF/BF040621 B041321 – Initial Trial + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00 ePAR cutoff for M043021	16 B041321 - 2nd Trial Last corrections by 2:00 TL Last Load @ 5:00. + Time Admin runs at 12:00 & 3:00 Run Reallocation Process.	17	
18	19 B041321 - FINAL Confirm, Distribute & Encumb run. Create ck/adv files Monthly Maintenance Encumbrances are run M043021 – Paylines are created.	20 Run your final reports for B041321 Absences are finalized @ 12:00 for M043021 approve before 12:00. – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards.	21 Absences are finalized @ 12:00 for B042721 week 1 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards. M043021 – Trial + Run & review trial + Process corrections	22	23 Pay Day – B041321 M043021 - FINAL Confirm, Distribute & Encumb run. Create ck/adv files. Run Reallocation Process. ePAR cutoff for B042721	24	
25	26 Off-cycle for MF/BF042621	27 B042721 – Period ends & paylines are created.	28 Absences are finalized @ 12:00 for B042721 week 2 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards.	29 B042721 – Initial Trial + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00	30 B042721 - 2nd Trial Last corrections by 2:00 TL Last Load @ 5:00. + Time Admin runs at 12:00 & 3:00 Run Reallocation Process.		

Sun	Mon	Tue	Wed	Thu	Fri	Sat
<p>Time Admin Runs Daily</p> <p>Biweekly: 5:45 am 10:00 pm</p> <p>Monthly: 10:00 am</p>						1
2	<p>3</p> <p>Pay Day – M043021 & MF/BF042621</p> <p><u>B042721 - FINAL</u> Confirm, Distribute & Encumb run. Create ck/adv files</p> <p>Run Leave Accruals</p> <p>Monthly Maintenance Encumbrances are run</p>	<p>4</p> <p>Run your final reports for B042721</p>	<p>5</p> <p>Absences are finalized @ 12:00 for B051121 week 1 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> +Time Admin is run afterwards.</p>	<p>6</p>	<p>7</p> <p>Pay Day – B042721</p> <p>Run Reallocation Process.</p> <p>ePAR cutoff for B051121</p>	8
9	<p>10</p> <p>Off-cycle for MF/BF050421</p>	<p>11</p> <p>B051121 – Period ends & paylines are created.</p>	<p>12</p> <p>Absences are finalized @ 12:00 for B051121 week 2 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> +Time Admin is run afterwards.</p>	<p>13</p> <p><u>B051121 – Initial Trial</u> + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00</p> <p>ePAR cutoff for M053121</p>	<p>14</p> <p><u>B051121 - 2nd Trial</u> Last corrections by 2:00 TL Last Load @ 5:00. + Time Admin runs at 12:00 & 3:00</p> <p>Run Reallocation Process.</p>	15
16	<p>17</p> <p>Pay Day – MF/BF050421</p> <p><u>B051121 - FINAL</u> Confirm, Distribute & Encumb run. Create ck/adv files</p> <p>Monthly Maintenance Encumbrances are run</p> <p>M053121 – Paylines are created.</p>	<p>18</p> <p>Run your final reports for B051121</p> <p>Absences are finalized @ 12:00 for M053121 approve before 12:00. – <i>All high exceptions must be cleared & absences approved before 12:00.</i> +Time Admin is run afterwards.</p>	<p>19</p> <p>Absences are finalized @ 12:00 for B052521 week 1 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> +Time Admin is run afterwards.</p>	<p>20</p> <p><u>M053121 – Trial</u> + Run & review trial + Process corrections</p>	<p>21</p> <p>Pay Day – B051121</p> <p>Run Reallocation Process.</p> <p>ePAR cutoff for B052521</p>	22
23	<p>24</p> <p><u>M053121 - FINAL</u> Confirm, Distribute & Encumb run. Create ck/adv files.</p>	<p>25</p> <p>B052521 – Period ends & paylines are created.</p> <p>Off-cycle for MF/BF042521</p>	<p>26</p> <p>Absences are finalized @ 12:00 for B052521 week 2 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> +Time Admin is run afterwards.</p>	<p>27</p> <p><u>B052521 – Initial Trial – No 2nd Trial for this payroll</u> + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00</p>	<p>28</p> <p><u>B052521 - FINAL</u> Confirm, Distribute & Encumb run. Create ck/adv files</p> <p>Monthly Maintenance Encumbrances are run</p> <p>Run Reallocation Process.</p>	29
30	<p>31</p> <p>HOLIDAY</p>					

◀ May 2021		June 2021					Jul 2021 ▶
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 – M053121 & MF/BF042521 Run your final reports for B052521 Run Leave Accruals	2 Absences are finalized @ 12:00 for B060821 week 1 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> +Time Admin is run afterwards.	3	4 Pay Day – B052521 Run Reallocation Process. ePAR cutoff for B060821	5	
6	7	8 B060821 – Period ends & paylines are created. Off-cycle for MF/BF060821	9 Absences are finalized @ 12:00 for B060821 week 2 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> +Time Admin is run afterwards.	10 <u>B060821 – Initial Trial</u> + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00	11 <u>B060821 - 2nd Trial</u> Last corrections by 2:00 TL Last Load @ 5:00. + Time Admin runs at 12:00 & 3:00 Run Reallocation Process.	12	
13	14 <u>B060821 - FINAL</u> Confirm, Distribute & Encumb run. Create ck/adv files Monthly Maintenance Encumbrances are run	15 Pay Day – MF/BF060821 Run your final reports for B060821	16 Absences are finalized @ 12:00 for B062221 week 1 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> +Time Admin is run afterwards ePAR cutoff for M063021	17	18 Pay Day – B060821 Run Reallocation Process. M063021 – Paylines are created. ePAR cutoff for B062221	19	
20	21 Absences are finalized @ 12:00 for M063021 approve before 12:00. – <i>All high exceptions must be cleared & absences approved before 12:00.</i> +Time Admin is run afterwards.	22 B062221 – Period ends & paylines are created. <u>M063021 – Trial</u> + Run & review trial + Process corrections	23 Absences are finalized @ 12:00 for B062221 week 2 –1/ <i>All high exceptions must be cleared & absences approved before 12:00.</i> +Time Admin is run afterwards.	24 <u>B062221 – Initial Trial</u> + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00 <u>M063021 - FINAL</u> Confirm, Distribute & Encumb run. Create ck/adv files.	25 <u>B062221 - 2nd Trial</u> Last corrections by 2:00 TL Last Load @ 5:00. + Time Admin runs at 12:00 & 3:00 Run Reallocation Process.	26	
27	28 <u>B062221 - FINAL</u> Confirm, Distribute & Encumb run. Create ck/adv files Monthly Maintenance Encumbrances are run Off-cycle for MF/BF062821	29 Run your final reports for B062221	30 Absences are finalized @ 12:00 for B070621 week 1 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> +Time Admin is run afterwards.				

◀ Jun 2021		July 2021					Aug 2021 ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
Time Admin Runs Daily <u>Biweekly:</u> 5:45 am 10:00 pm <u>Monthly:</u> 10:00 am				1 Pay Day – M063021 & MF/BF062821 Run Leave Accruals	2 Pay Day – B062221 Run Reallocation Process. ePAR cutoff for B070621	3	
4	5	6 B070621 – Period ends & paylines are created. Off-cycle for MF/BF070621	7 Absences are finalized @ 12:00 for B070621 week 2 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards.	8 <u>B070621 – Initial Trial</u> + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00	9 <u>B070621 - 2nd Trial</u> Last corrections by 2:00 TL Last Load @ 5:00. + Time Admin runs at 12:00 & 3:00 Run Reallocation Process.	10	
11	12 <u>B070621 - FINAL</u> Confirm, Distribute & Encumb run. Create ck/adv files Monthly Maintenance Encumbrances are run	13 Run your final reports for B070621	14 Absences are finalized @ 12:00 for B072021 week 1 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards.	15 Pay Day – MF/BF070621 ePAR cutoff for M073121	16 Pay Day – B070621 Run Reallocation Process. ePAR cutoff for B072021	17	
18	19	20 B072021 – Period ends & paylines are created. Absences are finalized @ 12:00 for M073121 approve before 12:00. – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards. M073121 – Paylines are created.	21 Absences are finalized @ 12:00 for B072021 week 2 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards. <u>M073121 – Trial</u> + Run & review trial + Process corrections	22 <u>B072021 – Initial Trial</u> + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00	23 <u>B072021 - 2nd Trial</u> Last corrections by 2:00 TL Last Load @ 5:00. + Time Admin runs at 12:00 & 3:00 <u>M073121 - FINAL</u> Confirm, Distribute & Encumb run. Create ck/adv files. Run Reallocation Process.	24	
25	26 <u>B072021 - FINAL</u> Confirm, Distribute & Encumb run. Create ck/adv files Monthly Maintenance Encumbrances are run	27 Run your final reports for B072021 Off-cycle for MF/BF072721	28 Absences are finalized @ 12:00 for B080321 week 1 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards.	29	30 Pay Day – B072021 Run Reallocation Process. ePAR cutoff for B080321	31	

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	<p>2</p> <p>Pay Day – M073121 & MF/BF072721</p> <p>Run Leave Accruals</p>	<p>3</p> <p>B080321 – Period ends & paylines are created.</p>	<p>4</p> <p>Absences are finalized @ 12:00 for B080321 week 2 – <i>All high exceptions must be cleared & absences approved before 12:00.</i></p> <p>+Time Admin is run afterwards.</p>	<p>5</p> <p><u>B080321 – Initial Trial</u></p> <p>+ Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00</p>	<p>6</p> <p><u>B080321 - 2nd Trial</u></p> <p>Last corrections by 2:00 TL Last Load @ 5:00. + Time Admin runs at 12:00 & 3:00</p> <p>Run Reallocation Process.</p>	7
8	<p>9</p> <p><u>B080321 - FINAL</u></p> <p>Confirm, Distribute & Encumb run. Create ck/adv files</p> <p>Monthly Maintenance Encumbrances are run</p>	<p>10</p> <p>Run your final reports for B080321</p> <p>Off-cycle for MF/BF081021</p>	<p>11</p> <p>Absences are finalized @ 12:00 for B081721 week 1 – <i>All high exceptions must be cleared & absences approved before 12:00.</i></p> <p>+Time Admin is run afterwards.</p>	12	<p>13</p> <p>Pay Day – B080321</p> <p>Run Reallocation Process.</p> <p>ePAR cutoff for B081721</p>	14
15	<p>16</p> <p>Pay Day – MF/BF080321</p>	<p>17</p> <p>B081721 – Period ends & paylines are created.</p> <p>ePAR cutoff for M083121</p>	<p>18</p> <p>Absences are finalized @ 12:00 for B081721 week 2 – <i>All high exceptions must be cleared & absences approved before 12:00.</i></p> <p>+Time Admin is run afterwards.</p>	<p>19</p> <p><u>B081721 – Initial Trial</u></p> <p>+ Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00</p> <p>M083121 – Paylines are created.</p>	<p>20</p> <p><u>B081721 - 2nd Trial</u></p> <p>Last corrections by 2:00 TL Last Load @ 5:00. + Time Admin runs at 12:00 & 3:00</p> <p>Absences are finalized @ 12:00 for M083121 – <i>All high exceptions must be cleared & absences approved before 12:00.</i></p> <p>+Time Admin is run afterwards.</p> <p>Run Reallocation Process.</p>	21
22	<p>23</p> <p><u>B081721 - FINAL</u></p> <p>Confirm, Distribute & Encumb run. Create ck/adv files</p> <p>Monthly Maintenance Encumbrances are run</p> <p><u>M083021 – Trial</u></p> <p>+ Run & review trial + Process corrections</p>	<p>24</p> <p>Run your final reports for B081721</p> <p><u>M083121 - FINAL</u></p> <p>Confirm, Distribute & Encumb run. Create ck/adv files.</p>	<p>25</p> <p>Absences are finalized @ 12:00 for B083121 week 1 – <i>All high exceptions must be cleared & absences approved before 12:00.</i></p> <p>+Time Admin is run afterwards.</p>	<p>26</p> <p>Off-cycle for MF/BF082621</p>	<p>27</p> <p>Pay Day – B081721</p> <p>Run Reallocation Process.</p> <p>ePAR cutoff for B083121</p>	28
29	30	<p>31</p> <p>B083121 – Period ends & paylines are created.</p>	<p>Time Admin Runs Daily</p> <p><u>Biweekly:</u> 5:45 am 10:00 pm</p> <p><u>Monthly:</u> 10:00 am</p>			