

| September 2022 |   |  |  |  |   |           |
|----------------|---|--|--|--|---|-----------|
| ◀ August       |   |  |  |  |   | October ▶ |
| Sun            | Mon   | Tue  | Wed  | Thu  | Fri   | Sat       |
|                |   |  |  | <b>1</b><br>Pay Day – M083122 & MF/BF082322<br><br><u>B083022 – Initial Trial</u><br>+ Run & review trial<br>+ Process corrections<br>+ Time Admin run at 12:00 & 3:00 | <b>2</b><br>Run Reallocation Process.<br><br><u>B083022 - FINAL</u><br>Confirm, Distribute & Encumb run.<br>Create ck/adv files   | <b>3</b>  |
| <b>4</b>       | <b>5</b><br><br><b>HOLIDAY</b>  | <b>6</b><br><u>B083122 – FINAL – NO TRIAL</u><br>Confirm, Distribute & Encumb run.<br>Create ck/adv files<br><br>Run your final reports for B083122<br><br>Run Leave Accruals  | <b>7</b><br>FY23 Initial Encumbrances<br><br>Absences are finalized @ 12:00 for B091322 week 1 – <i>All high exceptions must be cleared &amp; absences approved before 12:00.</i><br>+ Time Admin is run afterwards. | <b>8</b><br>Off-cycle for MF/BF090822  | <b>9</b><br>Pay Day – B083022<br><br>Run Reallocation Process.<br><br>ePAR cutoff for B091322   | <b>10</b> |
| <b>11</b>      | <b>12</b>   | <b>13</b><br>B091322 – Period ends & paylines are created.   | <b>14</b><br>Absences are finalized @ 12:00 for B091322 week 2 – <i>All high exceptions must be cleared &amp; absences approved before 12:00.</i><br>+ Time Admin is run afterwards.                                 | <b>15</b><br>Pay Day – MF/BF090822<br><br><u>B091322 – Initial Trial</u><br>+ Run & review trial<br>+ Process corrections<br>+ Time Admin run at 12:00 & 3:00          | <b>16</b><br><u>B091322 - 2nd Trial</u><br>Last corrections by 2:00<br>TL Last Load @ 5:00.<br>+ Time Admin runs at 12:00 & 3:00<br><br>Run Reallocation Process.<br><br>ePAR cutoff for M093022    | <b>17</b> |
| <b>18</b>      | <b>19</b><br><u>B091322 - FINAL</u><br>Confirm, Distribute & Encumb run.<br>Create ck/adv files<br><br>Monthly Maintenance Encumbrances are run | <b>20</b><br>Run your final reports for B091322<br><br>M093022 Paylines are created.<br><br>Absences are finalized @ 12:00 for M093022 approve before 12:00. – <i>All high exceptions must be cleared &amp; absences approved before 12:00.</i><br>+ Time Admin is run afterwards. | <b>21</b><br>Absences are finalized @ 12:00 for B092722 week 1 – <i>All high exceptions must be cleared &amp; absences approved before 12:00.</i><br>+ Time Admin is run afterwards.                                 | <b>22</b><br><u>M93022 – Trial</u><br>+ Run & review trial<br>+ Process corrections  | <b>23</b><br>Pay Day – B083122 & B091322<br><br><u>M093022 - FINAL</u><br>Confirm, Distribute & Encumb run.<br>Create ck/adv files.<br><br>Run Reallocation Process.<br><br>ePAR cutoff for B092722 | <b>24</b> |
| <b>25</b>      | <b>26</b><br>Run your final reports for M093022   | <b>27</b><br>B092722 – Period ends & paylines are created.<br><br>Off-cycle for MF/BF092722  | <b>28</b><br>Absences are finalized @ 12:00 for B092722 week 2 – <i>All high exceptions must be cleared &amp; absences approved before 12:00.</i><br>+ Time Admin is run afterwards.                                 | <b>29</b><br><u>B092722 – Initial Trial</u><br>+ Run & review trial<br>+ Process corrections<br>+ Time Admin run at 12:00 & 3:00                                       | <b>30</b><br><u>B092722 - 2nd Trial</u><br>Last corrections by 2:00<br>TL Last Load @ 5:00.<br>+ Time Admin runs at 12:00 & 3:00<br><br>Run Reallocation Process.                                   |           |

| ◀ September |  | October 2022   |  |   |  |     | November ▶ |
|-------------|--|--|--|---|--|-----|------------|
| Sun         | Mon  | Tue  | Wed  | Thu   | Fri  | Sat |            |
|             |  |  |  |   |  | 1   |            |
| 2           | <b>3</b><br><b>Pay Day – M093022, MF/BF092722</b><br><br><u><b>B092722 - FINAL</b></u><br>Confirm, Distribute & Encumb run.<br>Create ck/adv files<br><br>Monthly Maintenance Encumbrances are run | <b>4</b><br>Run your final reports for B092722<br><br>Run Leave Accruals   | <b>5</b><br>Absences are finalized @ 12:00 for B101122 week 1 – <i>All high exceptions must be cleared &amp; absences approved before 12:00.</i><br>+ Time Admin is run afterwards.  | <b>6</b>  | <b>7</b><br><b>Pay Day – B092722</b><br><br>Run Reallocation Process.<br><br>ePAR cutoff for B101122   | 8   |            |
| 9           | <b>10</b>  | <b>11</b><br>B101122 – Period ends & paylines are created.<br><br>Off-cycle for MF/BF101122  | <b>12</b><br>Absences are finalized @ 12:00 for B101122 week 2 – <i>All high exceptions must be cleared &amp; absences approved before 12:00.</i><br>+ Time Admin is run afterwards. | <b>13</b><br><u><b>B101122 – Initial Trial</b></u><br>+ Run & review trial<br>+ Process corrections<br>+ Time Admin run at 12:00 & 3:00 | <b>14</b><br><u><b>B101122 - 2<sup>nd</sup> Trial</b></u><br>Last corrections by 2:00<br>TL Last Load @ 5:00.<br>+ Time Admin runs at 12:00 & 3:00<br><br>Run Reallocation Process.<br><br>ePAR cutoff for M103122 | 15  |            |
| 16          | <b>17</b><br><b>Pay Day – MF/BF101122</b><br><br><u><b>B101122 - FINAL</b></u><br>Confirm, Distribute & Encumb run.<br>Create ck/adv files<br><br>Monthly Maintenance Encumbrances are run         | <b>18</b><br>Run your final reports for B101122<br><br>M103121 Paylines are created.<br><br>Absences are finalized @ 12:00 for M103122 approve before 12:00. – <i>All high exceptions must be cleared &amp; absences approved before 12:00.</i><br>+ Time Admin is run afterwards. | <b>19</b><br>Absences are finalized @ 12:00 for B102522 week 1 – <i>All high exceptions must be cleared &amp; absences approved before 12:00.</i><br>+ Time Admin is run afterwards. | <b>20</b><br><u><b>M103122 – Trial</b></u><br>+ Run & review trial<br>+ Process corrections   | <b>21</b><br><b>Pay Day – B101122</b><br><br>Run Reallocation Process.<br><br>ePAR cutoff for B102522  | 22  |            |
| 23          | <b>24</b><br><u><b>M103122 - FINAL</b></u><br>Confirm, Distribute & Encumb run.<br>Create ck/adv files.  | <b>25</b><br>B102522 – Period ends & paylines are created.<br><br>Run your final reports for M103122<br><br>Off-cycle for MF/BF103122  | <b>26</b><br>Absences are finalized @ 12:00 for B102522 week 2 – <i>All high exceptions must be cleared &amp; absences approved before 12:00.</i><br>+ Time Admin is run afterwards. | <b>27</b><br><u><b>B102522 – Initial Trial</b></u><br>+ Run & review trial<br>+ Process corrections<br>+ Time Admin run at 12:00 & 3:00 | <b>28</b><br><u><b>B102522 - 2<sup>nd</sup> Trial</b></u><br>Last corrections by 2:00<br>TL Last Load @ 5:00.<br>+ Time Admin runs at 12:00 & 3:00<br><br>Run Reallocation Process.                                | 29  |            |
| 30          | <b>31</b><br><u><b>B102522 - FINAL</b></u><br>Confirm, Distribute & Encumb run.<br>Create ck/adv files<br><br>Monthly Maintenance Encumbrances are run   |  |  |   |  |     |            |



| December 2022 |   |  |   |  |   |           |
|---------------|---|--|---|--|---|-----------|
| ◀ November    | December 2022   |  |   |  |   | January ▶ |
| Sun           | Mon   | Tue  | Wed   | Thu  | Fri   | Sat       |
|               |   |  |   | <b>1</b><br>Pay Day – M113022 & MF/BF112222<br>Run Leave Accruals  | <b>2</b><br>Pay Day – B112222<br>Run Reallocation Process.<br>ePAR cutoff for B120622   | <b>3</b>  |
| <b>4</b>      | <b>5</b>  | <b>6</b><br>B120622 – Period ends & paylines are created.<br>Off-cycle for MF/BF120622 | <b>7</b><br>Absences are finalized @ 12:00 for B120622 week 2 – <i>All high exceptions must be cleared &amp; absences approved before 12:00.</i><br>+ Time Admin is run afterwards.                 | <b>8</b><br><b>B120622 – Initial Trial</b><br>+ Run & review trial<br>+ Process corrections<br>+ Time Admin run at 12:00 & 3:00  | <b>9</b><br><b>B120622 – 2nd Trial</b><br>Last corrections by 2:00<br>TL Last Load @ 5:00.<br>+ Time Admin runs at 12:00 & 3:00<br>Run Reallocation Process.<br>ePAR cutoff for M123122 | <b>10</b> |
| <b>11</b>     | <b>12</b><br><b>B120622 - FINAL</b><br>Confirm, Distribute & Encumb run.<br>Create ck/adv files<br>Monthly Maintenance Encumbrances are run | <b>13</b><br>Run your final reports for B120622<br>M123122 Paylines are created.       | <b>14</b><br>Absences are finalized @ 12:00 for B122022 week 1 – <i>All high exceptions must be cleared &amp; absences approved before 12:00.</i><br>+ Time Admin is run afterwards.                | <b>15</b><br>Pay Day – MF/BF120622<br>Absences are finalized @ 12:00 for M123122 approve before 12:00. – <i>All high exceptions must be cleared &amp; absences approved before 12:00.</i><br>+ Time Admin is run afterwards. | <b>16</b><br>Pay Day – B120622<br><b>M123122 – Trial</b><br>+ Run & review trial<br>+ Process corrections<br>Run Reallocation Process.<br>ePAR cutoff for B122022                       | <b>17</b> |
| <b>18</b>     | <b>19</b><br><b>M123122 - FINAL</b><br>Confirm, Distribute & Encumb run.<br>Create ck/adv files.  | <b>20</b><br>B122022 – Period ends & paylines are created.                             | <b>21</b><br>Absences are finalized @ 12:00 for B122022 week 2 – <i>All high exceptions must be cleared &amp; absences approved before 12:00.</i><br>+ Time Admin is run afterwards.                | <b>22</b><br><b>B122022 – Initial Trial – NO 2nd Trial</b><br>+ Run & review trial<br>+ Process corrections<br>+ Time Admin run at 12:00 & 3:00  | <b>23</b><br><b>B122022 - FINAL</b><br>Confirm, Distribute & Encumb run.<br>Create ck/adv files<br>Run Reallocation Process.  | <b>24</b> |
| <b>25</b>     | <b>26</b><br>HOLIDAY  | <b>27</b><br>HOLIDAY   | <b>28</b><br>Absences are finalized @ 12:00 for B010323 week 1 – <i>All high exceptions must be cleared &amp; absences approved before 12:00.</i><br>+ Time Admin is run afterwards.<br><br>HOLIDAY | <b>29</b><br>HOLIDAY   | <b>30</b><br>Pay Day – B123022<br>HOLIDAY   | <b>31</b> |

| ◀ December |   | January 2023  |  |   |   |     | February ▶ |
|------------|---|---|--|---|---|-----|------------|
| Sun        | Mon   | Tue   | Wed  | Thu   | Fri   | Sat |            |
| 1          | <b>2</b><br><b>Pay Day – M123122</b><br><br>Run Leave Accruals<br><br>ePAR cutoff for B010323   | <b>3</b><br>B010323 – Period ends & paylines are created.   | <b>4</b><br>Absences are finalized @ 12:00 for B010323 week 2 – <i>All high exceptions must be cleared &amp; absences approved before 12:00.</i><br>+ Time Admin is run afterwards.  | <b>5</b><br><b><u>B010323 – Initial Trial</u></b><br>+ Run & review trial<br>+ Process corrections<br>+ Time Admin run at 12:00 & 3:00  | <b>6</b><br><b><u>B010323 – 2<sup>nd</sup> Trial</u></b><br>Last corrections by 2:00<br>TL Last Load @ 5:00.<br>+ Time Admin runs at 12:00 & 3:00<br><br>Run Reallocation Process.  | 7   |            |
| 8          | <b>9</b><br><b><u>B010323 - FINAL</u></b><br>Confirm, Distribute & Encumb run.<br>Create ck/adv files<br><br>Monthly Maintenance Encumbrances are run | <b>10</b><br>Run your final reports for B010323<br><br>Off-cycle for MF/BF010323  | <b>11</b><br>Absences are finalized @ 12:00 for B011723 week 1 – <i>All high exceptions must be cleared &amp; absences approved before 12:00.</i><br>+ Time Admin is run afterwards.   | <b>12</b><br>ePAR cutoff for B011723<br><br>ePAR cutoff for M013123   | <b>13</b><br><b>Pay Day – B010323</b><br><br>Run Reallocation Process.  | 14  |            |
| 15         | <b>16</b><br><br><b>HOLIDAY</b>   | <b>17</b><br><b>Pay Day – MF/BF010323</b><br><br>B011723 – Period ends & paylines are created.<br><br>M013123 Paylines are created.<br><br>Absences are finalized @ 12:00 for M013123 approve before 12:00. – <i>All high exceptions must be cleared &amp; absences approved before 12:00.</i><br>+ Time Admin is run afterwards. | <b>18</b><br>Absences are finalized @ 12:00 for B011723 week 2 – <i>All high exceptions must be cleared &amp; absences approved before 12:00.</i><br>+ Time Admin is run afterwards.<br><br><b><u>M013123 – Trial</u></b><br>+ Run & review trial<br>+ Process corrections | <b>19</b><br><b><u>B011723 – Initial Trial</u></b><br>+ Run & review trial<br>+ Process corrections<br>+ Time Admin run at 12:00 & 3:00 | <b>20</b><br><b><u>B011723 – 2<sup>nd</sup> Trial</u></b><br>Last corrections by 2:00<br>TL Last Load @ 5:00.<br>+ Time Admin runs at 12:00 & 3:00<br><br>Run Reallocation Process.<br><br><b><u>M013123 - FINAL</u></b><br>Confirm, Distribute & Encumb run.<br>Create ck/adv files. | 21  |            |
| 22         | <b>23</b><br><b><u>B011723 - FINAL</u></b><br>Confirm, Distribute & Encumb run.<br>Create ck/adv files  | <b>24</b><br>Run your final reports for B011723<br><br>Off-cycle for MF/BF011723  | <b>25</b><br>Absences are finalized @ 12:00 for B013123 week 1 – <i>All high exceptions must be cleared &amp; absences approved before 12:00.</i><br>+ Time Admin is run afterwards.<br><br>Run your final reports for M013123   | 26  | <b>27</b><br><b>Pay Day – B011723</b><br><br>Run Reallocation Process.<br><br>ePAR cutoff for B013123   | 28  |            |
| 29         | 30  | <b>31</b><br>B013123 – Period ends & paylines are created.  |  |   |   |     |            |

# February 2023

◀ January

March ▶

| Sun       | Mon  | Tue   | Wed   | Thu   | Fri   | Sat       |
|-----------|--|---|---|---|---|-----------|
|           |  |   | <b>1</b><br><b>Pay Day – M013123 &amp; MF/BF011723</b><br><br>Absences are finalized @ 12:00 for B013123 week 2 – <i>All high exceptions must be cleared &amp; absences approved before 12:00.</i><br>+ Time Admin is run afterwards.<br><br>Run Leave Accruals | <b>2</b><br><b><u>B013123 – Initial Trial</u></b><br>+ Run & review trial<br>+ Process corrections<br>+ Time Admin run at 12:00 & 3:00  | <b>3</b><br><b><u>B013123 - 2<sup>nd</sup> Trial</u></b><br>Last corrections by 2:00<br>TL Last Load @ 5:00.<br>+ Time Admin runs at 12:00 & 3:00<br><br>Run Reallocation Process.  |           |
| <b>5</b>  | <b>6</b><br><b><u>B013123 - FINAL</u></b><br>Confirm, Distribute & Encumb run.<br>Create ck/adv files<br><br>Monthly Maintenance Encumbrances are run  | <b>7</b><br>Run your final reports for B013123<br><br>Off-cycle for MF/BF013123   | <b>8</b><br>Absences are finalized @ 12:00 for B021423 week 1 – <i>All high exceptions must be cleared &amp; absences approved before 12:00.</i><br>+ Time Admin is run afterwards.   | <b>9</b>  | <b>10</b><br><b>Pay Day – B013123</b><br><br>Run Reallocation Process.<br><br>ePAR cutoff for B021423<br><br>ePAR cutoff for M022823  | <b>11</b> |
| <b>12</b> | <b>13</b>  | <b>14</b><br>B021423 – Period ends & paylines are created.<br><br>M022823 Paylines are created.   | <b>15</b><br><b>Pay Day – MF/BF013123</b><br><br>Absences are finalized @ 12:00 for B021423 week 2 – <i>All high exceptions must be cleared &amp; absences approved before 12:00.</i><br>+ Time Admin is run afterwards.  | <b>16</b><br><b><u>B021423 – Initial Trial</u></b><br>+ Run & review trial<br>+ Process corrections<br>+ Time Admin run at 12:00 & 3:00<br><br>Absences are finalized @ 12:00 for M022823 approve before 12:00. – <i>All high exceptions must be cleared &amp; absences approved before 12:00.</i><br>+ Time Admin is run afterwards. | <b>17</b><br><b><u>B021423 - 2<sup>nd</sup> Trial</u></b><br>Last corrections by 2:00<br>TL Last Load @ 5:00.<br>+ Time Admin runs at 12:00 & 3:00<br><br>Run Reallocation Process.<br><br><b><u>M022823 – Trial</u></b><br>+ Run & review trial<br>+ Process corrections | <b>18</b> |
| <b>19</b> | <b>20</b><br><b><u>B021423 - FINAL</u></b><br>Confirm, Distribute & Encumb run.<br>Create ck/adv files<br><br>Monthly Maintenance Encumbrances are run | <b>21</b><br>Run your final reports for B021423<br><br><b><u>M022823 - FINAL</u></b><br>Confirm, Distribute & Encumb run.<br>Create ck/adv files. | <b>22</b><br>Absences are finalized @ 12:00 for B022823 week 1 – <i>All high exceptions must be cleared &amp; absences approved before 12:00.</i><br>+ Time Admin is run afterwards.<br><br>Run your final reports for M022823                                  | <b>23</b><br>Off-cycle for MF/BF022323  | <b>24</b><br><b>Pay Day – B021423</b><br><br>Run Reallocation Process.<br><br>ePAR cutoff for B022823   | <b>25</b> |
| <b>26</b> | <b>27</b>  | <b>28</b><br>B022823 – Period ends & paylines are created.  |   |   |   |           |

| ◀ February |  | March 2023   |   |   |  |           | ▶ April |
|------------|--|--|---|---|--|-----------|---------|
| Sun        | Mon  | Tue  | Wed   | Thu   | Fri  | Sat       |         |
|            |  |  | <b>1</b><br><b>Pay Day – M022823 &amp; MF/BF022323</b><br><br>Absences are finalized @ 12:00 for B022823 week 2 – <i>All high exceptions must be cleared &amp; absences approved before 12:00.</i><br>+ Time Admin is run afterwards.<br><br>Run Leave Accruals | <b>2</b><br><b><u>B022823 – Initial Trial</u></b><br>+ Run & review trial<br>+ Process corrections<br>+ Time Admin run at 12:00 & 3:00  | <b>3</b><br><b><u>B022823 - 2<sup>nd</sup> Trial</u></b><br>Last corrections by 2:00<br>TL Last Load @ 5:00.<br>+ Time Admin runs at 12:00 & 3:00<br><br>Run Reallocation Process.                                 |           |         |
| <b>5</b>   | <b>6</b><br><b><u>B022823 - FINAL</u></b><br>Confirm, Distribute & Encumb run.<br>Create ck/adv files<br><br>Monthly Maintenance Encumbrances are run  | <b>7</b><br>Run your final reports for B022823<br><br>Off-cycle for MF/BF030723  | <b>8</b><br>Absences are finalized @ 12:00 for B031423 week 1 – <i>All high exceptions must be cleared &amp; absences approved before 12:00.</i><br>+ Time Admin is run afterwards.   | <b>9</b>  | <b>10</b><br><b>Pay Day – B022823</b><br><br>Run Reallocation Process.<br><br>ePAR cutoff for B031423  | <b>11</b> |         |
| <b>12</b>  | <b>13</b>  | <b>14</b><br>B031423 – Period ends & paylines are created.   | <b>15</b><br><b>Pay Day – MF/BF030723</b><br><br>Absences are finalized @ 12:00 for B031423 week 2 – <i>All high exceptions must be cleared &amp; absences approved before 12:00.</i><br>+ Time Admin is run afterwards.  | <b>16</b><br><b><u>B031423 – Initial Trial</u></b><br>+ Run & review trial<br>+ Process corrections<br>+ Time Admin run at 12:00 & 3:00 | <b>17</b><br><b><u>B031423 - 2<sup>nd</sup> Trial</u></b><br>Last corrections by 2:00<br>TL Last Load @ 5:00.<br>+ Time Admin runs at 12:00 & 3:00<br><br>Run Reallocation Process.<br><br>ePAR cutoff for M033123 | <b>18</b> |         |
| <b>19</b>  | <b>20</b><br><b><u>B031423 - FINAL</u></b><br>Confirm, Distribute & Encumb run.<br>Create ck/adv files<br><br>Monthly Maintenance Encumbrances are run | <b>21</b><br>Run your final reports for B031423<br><br>M033123 Paylines are created.<br><br>Absences are finalized @ 12:00 for M033123 approve before 12:00. – <i>All high exceptions must be cleared &amp; absences approved before 12:00.</i><br>+ Time Admin is run afterwards. | <b>22</b><br>Absences are finalized @ 12:00 for B032823 week 2 – <i>All high exceptions must be cleared &amp; absences approved before 12:00.</i><br>+ Time Admin is run afterwards.  | <b>23</b><br><b><u>M033123 – Trial</u></b><br>+ Run & review trial<br>+ Process corrections   | <b>24</b><br><b>Pay Day – B031423</b><br><br><b><u>M033123 - FINAL</u></b><br>Confirm, Distribute & Encumb run.<br>Create ck/adv files.<br><br>Run Reallocation Process.<br><br>ePAR cutoff for B032823            | <b>25</b> |         |
| <b>26</b>  | <b>27</b><br>Run your final reports for M033123  | <b>28</b><br>B032823 – Period ends & paylines are created.<br><br>Off-cycle for MF/BF032823  | <b>29</b><br>Absences are finalized @ 12:00 for B032823 week 2 – <i>All high exceptions must be cleared &amp; absences approved before 12:00.</i><br>+ Time Admin is run afterwards.  | <b>30</b><br><b><u>B032823 – Initial Trial</u></b><br>+ Run & review trial<br>+ Process corrections<br>+ Time Admin run at 12:00 & 3:00 | <b>31</b><br><b><u>B032823 - 2<sup>nd</sup> Trial</u></b><br>Last corrections by 2:00<br>TL Last Load @ 5:00.<br>+ Time Admin runs at 12:00 & 3:00<br><br>Run Reallocation Process.                                |           |         |

| April 2023 |   |  |  |   |   |       |
|------------|---|--|--|---|---|-------|
| ◀ March    |   |  |  |   |   | May ▶ |
| Sun        | Mon   | Tue  | Wed  | Thu   | Fri   | Sat   |
|            |   |  |  |   |   | 1     |
| 2          | <b>3</b><br><b>Pay Day – M033123 &amp; MF/BF032823</b><br><br><u><b>B032823 - FINAL</b></u><br>Confirm, Distribute & Encumb run.<br>Create ck/adv files<br><br>Monthly Maintenance Encumbrances are run | <b>4</b><br>Run your final reports for B032823<br><br>Run Leave Accruals   | <b>5</b><br>Absences are finalized @ 12:00 for B041123 week 1 – <i>All high exceptions must be cleared &amp; absences approved before 12:00.</i><br>+ Time Admin is run afterwards.  | <b>6</b>  | <b>7</b><br><b>Pay Day – B032823</b><br><br>Run Reallocation Process.<br><br>ePAR cutoff for B041123  | 8     |
| 9          | 10  | <b>11</b><br>B041123 – Period ends & paylines are created.<br><br>Off-cycle for MF/BF041123  | <b>12</b><br>Absences are finalized @ 12:00 for B041123 week 2 – <i>All high exceptions must be cleared &amp; absences approved before 12:00.</i><br>+ Time Admin is run afterwards. | <b>13</b><br><u><b>B041123 – Initial Trial</b></u><br>+ Run & review trial<br>+ Process corrections<br>+ Time Admin run at 12:00 & 3:00 | <b>14</b><br><u><b>B041123 – 2nd Trial</b></u><br>Last corrections by 2:00<br>TL Last Load @ 5:00.<br>+ Time Admin runs at 12:00 & 3:00<br><br>Run Reallocation Process.<br><br>ePAR cutoff for M043023 | 15    |
| 16         | <b>17</b><br><b>Pay Day – MF/BF041123</b><br><br><u><b>B041123 - FINAL</b></u><br>Confirm, Distribute & Encumb run.<br>Create ck/adv files<br><br>Monthly Maintenance Encumbrances are run              | <b>18</b><br>Run your final reports for B041123<br><br>M043023 Paylines are created.<br><br>Absences are finalized @ 12:00 for M043023 approve before 12:00. – <i>All high exceptions must be cleared &amp; absences approved before 12:00.</i><br>+ Time Admin is run afterwards. | <b>19</b><br>Absences are finalized @ 12:00 for B042523 week 1 – <i>All high exceptions must be cleared &amp; absences approved before 12:00.</i><br>+ Time Admin is run afterwards. | <b>20</b><br><u><b>M043023 – Trial</b></u><br>+ Run & review trial<br>+ Process corrections   | <b>21</b><br><b>Pay Day – B041123</b><br><br><u><b>M043023 - FINAL</b></u><br>Confirm, Distribute & Encumb run.<br>Create ck/adv files.<br><br>Run Reallocation Process.<br><br>ePAR cutoff for B042523 | 22    |
| 23         | <b>24</b><br>Run your final reports for M043023   | <b>25</b><br>B042523 – Period ends & paylines are created.<br><br>Off-cycle for MF/BF042523  | <b>26</b><br>Absences are finalized @ 12:00 for B042523 week 2 – <i>All high exceptions must be cleared &amp; absences approved before 12:00.</i><br>+ Time Admin is run afterwards. | <b>27</b><br><u><b>B042523 – Initial Trial</b></u><br>+ Run & review trial<br>+ Process corrections<br>+ Time Admin run at 12:00 & 3:00 | <b>28</b><br><u><b>B042523 - 2nd Trial</b></u><br>Last corrections by 2:00<br>TL Last Load @ 5:00.<br>+ Time Admin runs at 12:00 & 3:00<br><br>Run Reallocation Process.                                | 29    |
| 30         |   |  |  |   |   |       |



| June 2023 |   |  |  |   |  |           |
|-----------|---|--|--|---|--|-----------|
| ◀ May     |   |  |  |   |  | July ▶    |
| Sun       | Mon   | Tue  | Wed  | Thu   | Fri  | Sat       |
|           |   |  |  | <b>1</b><br>Pay Day – M053123 & MF/BF052323<br>Run Leave Accruals   | <b>2</b><br>Pay Day – B052323<br>Run Reallocation Process.<br>ePAR cutoff for B060623  | <b>3</b>  |
| <b>4</b>  | <b>5</b>  | <b>6</b><br>B060623 – Period ends & paylines are created.<br>Off-cycle for MF/BF060623   | <b>7</b><br>Absences are finalized @ 12:00 for B060623 week 2 – <i>All high exceptions must be cleared &amp; absences approved before 12:00.</i><br>+ Time Admin is run afterwards.  | <b>8</b><br><u>B060623 – Initial Trial</u><br>+ Run & review trial<br>+ Process corrections<br>+ Time Admin run at 12:00 & 3:00   | <b>9</b><br><u>B060623 – 2<sup>nd</sup> Trial</u><br>Last corrections by 2:00 TL Last Load @ 5:00.<br>+ Time Admin runs at 12:00 & 3:00<br>Run Reallocation Process. | <b>10</b> |
| <b>11</b> | <b>12</b><br><u>B060623 - FINAL</u><br>Confirm, Distribute & Encumb run.<br>Create ck/adv files<br>Monthly Maintenance Encumbrances are run | <b>13</b><br>Run your final reports for B060623  | <b>14</b><br>Absences are finalized @ 12:00 for B062023 week 1 – <i>All high exceptions must be cleared &amp; absences approved before 12:00.</i><br>+ Time Admin is run afterwards. | <b>15</b><br>Pay Day – MF/BF060623<br>ePAR cutoff for M063023   | <b>16</b><br>Pay Day – B060623<br>Run Reallocation Process.<br>ePAR cutoff for B062023   | <b>17</b> |
| <b>18</b> | <b>19</b><br>M063023 Paylines are created.  | <b>20</b><br>B062023 – Period ends & paylines are created.<br>Absences are finalized @ 12:00 for M063023 approve before 12:00. – <i>All high exceptions must be cleared &amp; absences approved before 12:00.</i><br>+ Time Admin is run afterwards. | <b>21</b><br>Absences are finalized @ 12:00 for B062023 week 2 – <i>All high exceptions must be cleared &amp; absences approved before 12:00.</i><br>+ Time Admin is run afterwards. | <b>22</b><br><u>B062023 – Initial Trial – NO 2<sup>nd</sup> Trial</u><br>+ Run & review trial<br>+ Process corrections<br>+ Time Admin run at 12:00 & 3:00<br><u>M063023 – Trial</u><br>+ Run & review trial<br>+ Process corrections | <b>23</b><br><u>B062023 - FINAL</u><br>Confirm, Distribute & Encumb run.<br>Create ck/adv files<br>Run Reallocation Process.   | <b>24</b> |
| <b>25</b> | <b>26</b><br><u>M063023 - FINAL</u><br>Confirm, Distribute & Encumb run.<br>Create ck/adv files.<br>Run your final reports for B062023      | <b>27</b><br>Run your final reports for M063023<br>Off-cycle for MF/BF062723   | <b>28</b><br>Absences are finalized @ 12:00 for B070423 week 1 – <i>All high exceptions must be cleared &amp; absences approved before 12:00.</i><br>+ Time Admin is run afterwards. | <b>29</b>   | <b>30</b><br>Pay Day – B062023<br>Run Reallocation Process.<br>ePAR cutoff for B070423   |           |

| July 2023 |   |  |  |   |   |          |
|-----------|---|--|--|---|---|----------|
| ◀ June    |   |  |  |   |   | August ▶ |
| Sun       | Mon   | Tue  | Wed  | Thu   | Fri   | Sat      |
|           |   |  |  |   |   | 1        |
| 2         | <b>3</b><br><b>Pay Day – M063023 &amp; MF/BF062723</b><br><br>Run Leave Accruals  | <b>4</b><br>B070423 – Period ends & paylines are created.  | <b>5</b><br>Absences are finalized @ 12:00 for B070423 week 2 – <i>All high exceptions must be cleared &amp; absences approved before 12:00.</i><br>+ Time Admin is run afterwards.  | <b>6</b><br><b><u>B070423 – Initial Trial</u></b><br>+ Run & review trial<br>+ Process corrections<br>+ Time Admin run at 12:00 & 3:00  | <b>7</b><br><b><u>B070423 - 2<sup>nd</sup> Trial</u></b><br>Last corrections by 2:00<br>TL Last Load @ 5:00.<br>+ Time Admin runs at 12:00 & 3:00<br><br>Run Reallocation Process.  | 8        |
| 9         | <b>10</b><br><b><u>B070423 - FINAL</u></b><br>Confirm, Distribute & Encumb run.<br>Create ck/adv files<br><br>Monthly Maintenance Encumbrances are run  | <b>11</b><br>Run your final reports for B070423<br><br>Off-cycle for MF/BF071123   | <b>12</b><br>Absences are finalized @ 12:00 for B071823 week 1 – <i>All high exceptions must be cleared &amp; absences approved before 12:00.</i><br>+ Time Admin is run afterwards.   | <b>13</b><br>ePAR cutoff for M073123  | <b>14</b><br><b>Pay Day – B070423</b><br><br>Run Reallocation Process.<br><br>ePAR cutoff for B071823   | 15       |
| 16        | <b>17</b><br><b>Pay Day – MF/BF071123</b><br><br>M073123 Paylines are created.  | <b>18</b><br>B071823 – Period ends & paylines are created.<br><br>Absences are finalized @ 12:00 for M073123 approve before 12:00. – <i>All high exceptions must be cleared &amp; absences approved before 12:00.</i><br>+ Time Admin is run afterwards. | <b>19</b><br>Absences are finalized @ 12:00 for B071823 week 2 – <i>All high exceptions must be cleared &amp; absences approved before 12:00.</i><br>+ Time Admin is run afterwards.   | <b>20</b><br><b><u>B071823 – Initial Trial</u></b><br>+ Run & review trial<br>+ Process corrections<br>+ Time Admin run at 12:00 & 3:00<br><br><b><u>M073123 – Trial</u></b><br>+ Run & review trial<br>+ Process corrections | <b>21</b><br><b><u>B071823 - 2<sup>nd</sup> Trial</u></b><br>Last corrections by 2:00<br>TL Last Load @ 5:00.<br>+ Time Admin runs at 12:00 & 3:00<br><br>Run Reallocation Process. | 22       |
| 23        | <b>24</b><br><b><u>B071823 - FINAL</u></b><br>Confirm, Distribute & Encumb run.<br>Create ck/adv files<br><br><b><u>M073123 - FINAL</u></b><br>Confirm, Distribute & Encumb run.<br>Create ck/adv files | <b>25</b><br>Run your final reports for B071823<br><br>Off-cycle for MF/BF072523   | <b>26</b><br>Absences are finalized @ 12:00 for B080123 week 1 – <i>All high exceptions must be cleared &amp; absences approved before 12:00.</i><br>+ Time Admin is run afterwards.<br><br>Run your final reports for M073123 | <b>27</b>   | <b>28</b><br><b>Pay Day – B071823</b><br><br>Run Reallocation Process.<br><br>ePAR cutoff for B080123   | 29       |
| 30        | <b>31</b>   |  |  |   |   |          |

| August 2023 |   |  |  |  |  |             |
|-------------|---|--|--|--|--|-------------|
| ◀ July      |   |  |  |  |  | September ▶ |
| Sun         | Mon   | Tue  | Wed  | Thu  | Fri  | Sat         |
|             |   | <b>1</b><br><b>Pay Day – M073123 &amp; MF/BF072523</b><br><br>B080123 – Period ends & paylines are created.<br><br>Run Leave Accruals  | <b>2</b><br>Absences are finalized @ 12:00 for B080123 week 2 – <i>All high exceptions must be cleared &amp; absences approved before 12:00.</i><br>+ Time Admin is run afterwards.  | <b>3</b><br><b><u>B080123 – Initial Trial</u></b><br>+ Run & review trial<br>+ Process corrections<br>+ Time Admin run at 12:00 & 3:00   | <b>4</b><br><b><u>B080123 - 2<sup>nd</sup> Trial</u></b><br>Last corrections by 2:00<br>TL Last Load @ 5:00.<br>+ Time Admin runs at 12:00 & 3:00<br><br>Run Reallocation Process.                                 |             |
| <b>6</b>    | <b>7</b><br><b><u>B080123 - FINAL</u></b><br>Confirm, Distribute & Encumb run.<br>Create ck/adv files<br><br>Monthly Maintenance<br>Encumbrances are run  | <b>8</b><br>Run your final reports for B080123<br><br>Off-cycle for MF/BF080123  | <b>9</b><br>Absences are finalized @ 12:00 for B081523 week 1 – <i>All high exceptions must be cleared &amp; absences approved before 12:00.</i><br>+ Time Admin is run afterwards.  | <b>10</b>  | <b>11</b><br><b>Pay Day – B080123</b><br><br>Run Reallocation Process.<br><br>ePAR cutoff for B081523  | <b>12</b>   |
| <b>13</b>   | <b>14</b>   | <b>15</b><br><b>Pay Day – MF/BF080123</b><br><br>B081523 – Period ends & paylines are created.   | <b>16</b><br>Absences are finalized @ 12:00 for B081523 week 2 – <i>All high exceptions must be cleared &amp; absences approved before 12:00.</i><br>+ Time Admin is run afterwards. | <b>17</b><br><b><u>B081523 – Initial Trial</u></b><br>+ Run & review trial<br>+ Process corrections<br>+ Time Admin run at 12:00 & 3:00  | <b>18</b><br><b><u>B081523 - 2<sup>nd</sup> Trial</u></b><br>Last corrections by 2:00<br>TL Last Load @ 5:00.<br>+ Time Admin runs at 12:00 & 3:00<br><br>Run Reallocation Process.<br><br>ePAR cutoff for M083123 | <b>19</b>   |
| <b>20</b>   | <b>21</b><br><b><u>B081523 - FINAL</u></b><br>Confirm, Distribute & Encumb run.<br>Create ck/adv files<br><br>Monthly Maintenance<br>Encumbrances are run | <b>22</b><br>Run your final reports for B081523<br><br>M083123 Paylines are created.<br><br>Absences are finalized @ 12:00 for M083123 approve before 12:00. – <i>All high exceptions must be cleared &amp; absences approved before 12:00.</i><br>+ Time Admin is run afterwards. | <b>23</b><br>Absences are finalized @ 12:00 for B082923 week 1 – <i>All high exceptions must be cleared &amp; absences approved before 12:00.</i><br>+ Time Admin is run afterwards. | <b>24</b><br><b><u>M083123 – Trial</u></b><br>+ Run & review trial<br>+ Process corrections  | <b>25</b><br><b>Pay Day – B081523</b><br><br><b><u>M083123 - FINAL</u></b><br>Confirm, Distribute & Encumb run.<br>Create ck/adv files<br><br>Run Reallocation Process.<br><br>ePAR cutoff for B082923             | <b>26</b>   |
| <b>27</b>   | <b>28</b><br>Run your final reports for M083123<br><br>Off-cycle for MF/BF082823  | <b>29</b><br>B082923 – Period ends & paylines are created.<br><br>ePAR cutoff for B083123  | <b>30</b><br>Absences are finalized @ 12:00 for B082923 week 2 – <i>All high exceptions must be cleared &amp; absences approved before 12:00.</i><br>+ Time Admin is run afterwards. | <b>31</b><br>B083123 – Period ends & paylines are created.<br><br><b><u>B082923 – Initial Trial</u></b><br>+ Run & review trial<br>+ Process corrections<br>+ Time Admin run at 12:00 & 3:00 |  |             |