

September 2021						
◀ August						October ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			<b>1</b> <b>Pay Day – M083121 &amp; MF/BF082621</b>  Absences are finalized @ 12:00 for B083121 week 2 – <i>All high exceptions must be cleared &amp; absences approved before 12:00.</i> + Time Admin is run afterwards.  Run Leave Accruals	<b>2</b> <b>B083121 – Initial Trial</b> + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00	<b>3</b> <b>B083121 – FINAL – NO TRIAL</b> Confirm, Distribute & Encumb run. Create ck/adv files + No 2 <sup>nd</sup> Trial  Run Reallocation Process.	
<b>5</b>	<b>6</b> <b>HOLIDAY</b>	<b>7</b> FY22 Initial Encumbrances  Run your final reports for B083121	<b>8</b> Absences are finalized @ 12:00 for B091421 week 1 – <i>All high exceptions must be cleared &amp; absences approved before 12:00.</i> + Time Admin is run afterwards.	<b>9</b> Off-cycle for MF/BF090921	<b>10</b> <b>Pay Day – B083121</b>  Run Reallocation Process.  ePAR cutoff for B091421.	<b>11</b>
<b>12</b>	<b>13</b>	<b>14</b> B091421 – Period ends & paylines are created.	<b>15</b> <b>Pay Day – MF/BF090921</b>  Absences are finalized @ 12:00 for B091421 week 2 – <i>All high exceptions must be cleared &amp; absences approved before 12:00.</i> + Time Admin is run afterwards.	<b>16</b> <b>B091421 – Initial Trial</b> + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00	<b>17</b> <b>B091421 – 2<sup>nd</sup> Trial</b> Last corrections by 2:00 TL Last Load @ 5:00. + Time Admin runs at 12:00 & 3:00  Run Reallocation Process.  ePAR cutoff for M093021.	<b>18</b>
<b>19</b>	<b>20</b> <b>B091421 - FINAL</b> Confirm, Distribute & Encumb run. Create ck/adv files  Monthly Maintenance Encumbrances are run	<b>21</b> Run your final reports for B091421  M093021 Paylines are created.  Absences are finalized @ 12:00 for M093021 approve before 12:00. – <i>All high exceptions must be cleared &amp; absences approved before 12:00.</i> + Time Admin is run afterwards.	<b>22</b> Absences are finalized @ 12:00 for B092821 week 1 – <i>All high exceptions must be cleared &amp; absences approved before 12:00.</i> + Time Admin is run afterwards.  <b>M093021 – Trial</b> + Run & review trial + Process corrections	<b>23</b>	<b>24</b> <b>Pay Day – B091421</b>  Run Reallocation Process.  <b>M093021 - FINAL</b> Confirm, Distribute & Encumb run. Create ck/adv files.  ePAR cutoff for B092821.	<b>25</b>
<b>26</b>	<b>27</b> Off-cycle for MF/BF092721	<b>28</b> B092821 – Period ends & paylines are created.	<b>29</b> Absences are finalized @ 12:00 for B092821 week 2 – <i>All high exceptions must be cleared &amp; absences approved before 12:00.</i> + Time Admin is run afterwards.	<b>30</b> <b>B092821 – Initial Trial</b> + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00		

◀ September		October 2021					November ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
					<b>1</b> <b>Pay Day – M093021 &amp; MF/BF092721</b>  Run Reallocation Process.	<b>2</b>	
<b>3</b>	<b>4</b> <b><u>B092821 - FINAL</u></b> Confirm, Distribute & Encumb run. Create ck/adv files  Monthly Maintenance Encumbrances are run  Run Leave Accruals	<b>5</b> Run your final reports for B092821	<b>6</b> Absences are finalized @ 12:00 for B101221 week 1 – <i>All high exceptions must be cleared &amp; absences approved before 12:00.</i> + Time Admin is run afterwards.	<b>7</b>	<b>8</b> <b>Pay Day – B092821</b>  Run Reallocation Process.  ePAR cutoff for B101221.	<b>9</b>	
<b>10</b>	<b>11</b> Off-cycle for MF/BF101121	<b>12</b> B101221 – Period ends & paylines are created.	<b>13</b> Absences are finalized @ 12:00 for B101221 week 2 – <i>All high exceptions must be cleared &amp; absences approved before 12:00.</i> + Time Admin is run afterwards.	<b>14</b> <b><u>B101221 – Initial Trial</u></b> + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00	<b>15</b> <b>Pay Day – MF/BF101121</b>  <b><u>B101221 - 2nd Trial</u></b> Last corrections by 2:00 TL Last Load @ 5:00. + Time Admin runs at 12:00 & 3:00  Run Reallocation Process.  ePAR cutoff for M103121.	<b>16</b>	
<b>17</b>	<b>18</b> <b><u>B101221 - FINAL</u></b> Confirm, Distribute & Encumb run. Create ck/adv files  Monthly Maintenance Encumbrances are run	<b>19</b> Run your final reports for B101221  M103121 Paylines are created.  Absences are finalized @ 12:00 for M103121 approve before 12:00. – <i>All high exceptions must be cleared &amp; absences approved before 12:00.</i> + Time Admin is run afterwards.	<b>20</b> Absences are finalized @ 12:00 for B102621 week 1 – <i>All high exceptions must be cleared &amp; absences approved before 12:00.</i> + Time Admin is run afterwards.  <b><u>M103121 – Trial</u></b> + Run & review trial + Process corrections	<b>21</b>	<b>22</b> <b>Pay Day – B101221</b>  Run Reallocation Process.  <b><u>M103121 - FINAL</u></b> Confirm, Distribute & Encumb run. Create ck/adv files.  ePAR cutoff for B102621.	<b>23</b>	
<b>24</b>	<b>25</b> Off-cycle for MF/BF102521  Run your final reports for M103121	<b>26</b> B102621 – Period ends & paylines are created.	<b>27</b> Absences are finalized @ 12:00 for B102621 week 2 – <i>All high exceptions must be cleared &amp; absences approved before 12:00.</i> + Time Admin is run afterwards.	<b>28</b> <b><u>B102621 – Initial Trial</u></b> + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00	<b>29</b> <b><u>B102621 - 2nd Trial</u></b> Last corrections by 2:00 TL Last Load @ 5:00. + Time Admin runs at 12:00 & 3:00  Run Reallocation Process.	<b>30</b>	
<b>31</b>							

November 2021						
◀ October						December ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	<b>1</b> <b>Pay Day – M103121 &amp; MF/BF102521</b>  <u><b>B102621 - FINAL</b></u> Confirm, Distribute & Encumb run. Create ck/adv files  Monthly Maintenance Encumbrances are run	<b>2</b> Run your final reports for B102621	<b>3</b> Absences are finalized @ 12:00 for B110921 week 1 – <i>All high exceptions must be cleared &amp; absences approved before 12:00.</i> + Time Admin is run afterwards.		<b>5</b> <b>Pay Day – B102621</b>  Run Reallocation Process.  ePAR cutoff for B110921.	
<b>7</b>	<b>8</b>	<b>9</b> B110921 – Period ends & paylines are created.  Off-cycle for MF/BF110921	<b>10</b> Absences are finalized @ 12:00 for B110921 week 2 – <i>All high exceptions must be cleared &amp; absences approved before 12:00.</i> + Time Admin is run afterwards.	<b>11</b> <u><b>B110921 – Initial Trial</b></u> + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00	<b>12</b> <u><b>B110921 – 2nd Trial</b></u> Last corrections by 2:00 TL Last Load @ 5:00. + Time Admin runs at 12:00 & 3:00  Run Reallocation Process.  ePAR cutoff for M113021.	<b>13</b>
<b>14</b>	<b>15</b> <b>Pay Day – MF/BF110921</b>  <u><b>B110921 - FINAL</b></u> Confirm, Distribute & Encumb run. Create ck/adv files  Monthly Maintenance Encumbrances are run	<b>16</b> Run your final reports for B110921  M113021 Paylines are created.  Absences are finalized @ 12:00 for M113021 approve before 12:00. – <i>All high exceptions must be cleared &amp; absences approved before 12:00.</i> + Time Admin is run afterwards.	<b>17</b> Absences are finalized @ 12:00 for B112321 week 1 – <i>All high exceptions must be cleared &amp; absences approved before 12:00.</i> + Time Admin is run afterwards.	<b>18</b> <u><b>M113021 – Trial</b></u> + Run & review trial + Process corrections	<b>19</b> <b>Pay Day – B110921</b>  Run Reallocation Process.  <u><b>M113021 - FINAL</b></u> Confirm, Distribute & Encumb run. Create ck/adv files.  ePAR cutoff for B112321.	<b>20</b>
<b>21</b>	<b>22</b> Run your final reports for M113021	<b>23</b> B112321 – Period ends & paylines are created.  Off-cycle for MF/BF112321	<b>24</b> Run Reallocation Process.  Absences are finalized @ 12:00 for B112321 week 2 – <i>All high exceptions must be cleared &amp; absences approved before 12:00.</i> + Time Admin is run afterwards.	<b>25</b>  <b>HOLIDAY</b>	<b>26</b>  <b>HOLIDAY</b>	<b>27</b>
<b>28</b>	<b>29</b> <u><b>B112321 – FINAL – NO TRIAL</b></u> Confirm, Distribute & Encumb run. Create ck/adv files  Monthly Maintenance Encumbrances are run	<b>30</b> Run your final reports for B112321				



◀ December		January 2022					February ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
						1	
2	3	4 <b>Pay Day – M123121</b>  B010422 – Period ends & paylines are created.  ePAR cutoff for B010422.	5 Absences are finalized @ 12:00 for B010422 week 2 – <i>All high exceptions must be cleared &amp; absences approved before 12:00.</i> + Time Admin is run afterwards.	6 <b>B010422 – Initial Trial</b> + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00	7 <b>B010422 - 2<sup>nd</sup> Trial</b> Last corrections by 2:00 TL Last Load @ 5:00. + Time Admin runs at 12:00 & 3:00  Run Reallocation Process.	8	
9	10 <b>B010422 - FINAL</b> 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 – <i>All high exceptions must be cleared &amp; absences approved before 12:00.</i> + Time Admin is run afterwards.	13	14 <b>Pay Day – B010422</b>  Run Reallocation Process.  ePAR cutoff for B011822.  ePAR cutoff for M013122.	15	
16	17 <b>HOLIDAY</b>	18 <b>Pay Day – MF/BF011122</b>  B011822 – Period ends & paylines are created.  M013122 Paylines are created.  Absences are finalized @ 12:00 for M013122 approve before 12:00. – <i>All high exceptions must be cleared &amp; absences approved before 12:00.</i> + Time Admin is run afterwards.	19 Absences are finalized @ 12:00 for B011822 week 2 – <i>All high exceptions must be cleared &amp; absences approved before 12:00.</i> + Time Admin is run afterwards.  <b>M013122 – Trial</b> + Run & review trial + Process corrections	20 <b>B011822 – Initial Trial</b> + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00	21 <b>B011822 - 2<sup>nd</sup> Trial</b> Last corrections by 2:00 TL Last Load @ 5:00. + Time Admin runs at 12:00 & 3:00  Run Reallocation Process.  <b>M013122 - FINAL</b> Confirm, Distribute & Encumb run. Create ck/adv files.	22	
23	24 <b>B011822 - FINAL</b> 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 – <i>All high exceptions must be cleared &amp; absences approved before 12:00.</i> + Time Admin is run afterwards.	27	28 <b>Pay Day – B011822</b>  Run Reallocation Process.  ePAR cutoff for B020122.	29	
30	31						

February 2022						
◀ January						March ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		<b>1</b> <b>Pay Day – M013122 &amp; MF/BF012522</b>  B020122 – Period ends & paylines are created.	<b>2</b> Absences are finalized @ 12:00 for B020122 week 2 – <i>All high exceptions must be cleared &amp; absences approved before 12:00.</i> + Time Admin is run afterwards.	<b>3</b> <b><u>B020122 – Initial Trial</u></b> + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00	<b>4</b> <b><u>B020122 - 2<sup>nd</sup> Trial</u></b> Last corrections by 2:00 TL Last Load @ 5:00. + Time Admin runs at 12:00 & 3:00  Run Reallocation Process.	<b>5</b>
<b>6</b>	<b>7</b> <b><u>B020122 - FINAL</u></b> Confirm, Distribute & Encumb run. Create ck/adv files  Monthly Maintenance Encumbrances are run	<b>8</b> Run your final reports for B020122  Off-cycle for MF/BF020822	<b>9</b> Absences are finalized @ 12:00 for B021522 week 1 – <i>All high exceptions must be cleared &amp; absences approved before 12:00.</i> + Time Admin is run afterwards.	<b>10</b>	<b>11</b> <b>Pay Day – B020122</b>  Run Reallocation Process.  ePAR cutoff for B021522.  ePAR cutoff for M022822.	<b>12</b>
<b>13</b>	<b>14</b>	<b>15</b> <b>Pay Day – MF/BF020822</b>  B021522 – Period ends & paylines are created  M022822 Paylines are created..  Absences are finalized @ 12:00 for M022822 approve before 12:00. – <i>All high exceptions must be cleared &amp; absences approved before 12:00.</i> + Time Admin is run afterwards.	<b>16</b> Absences are finalized @ 12:00 for B021522 week 2 – <i>All high exceptions must be cleared &amp; absences approved before 12:00.</i> + Time Admin is run afterwards.  <b><u>M022822 – Trial</u></b> + Run & review trial + Process corrections	<b>17</b> <b><u>B021522 – Initial Trial</u></b> + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00	<b>18</b> <b><u>B021522 - 2<sup>nd</sup> Trial</u></b> Last corrections by 2:00 TL Last Load @ 5:00. + Time Admin runs at 12:00 & 3:00  Run Reallocation Process.  <b><u>M022822 - FINAL</u></b> Confirm, Distribute & Encumb run. Create ck/adv files.	<b>19</b>
<b>20</b>	<b>21</b> <b><u>B021522 - FINAL</u></b> Confirm, Distribute & Encumb run. Create ck/adv files  Monthly Maintenance Encumbrances are run  Run your final reports for M022822	<b>22</b> Run your final reports for B021522  Off-cycle for MF/BF022222	<b>23</b> Absences are finalized @ 12:00 for B030122 week 1 – <i>All high exceptions must be cleared &amp; absences approved before 12:00.</i> + Time Admin is run afterwards.	<b>24</b>	<b>25</b> <b>Pay Day – B021522</b>  Run Reallocation Process.  ePAR cutoff for B030122.	<b>26</b>
<b>27</b>	<b>28</b>					

March 2022						
◀ February						April ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		<b>1</b> <b>Pay Day – M022822 &amp; MF/BF022222</b>  B030122 – Period ends & paylines are created.	<b>2</b> Absences are finalized @ 12:00 for B030122 week 2 – <i>All high exceptions must be cleared &amp; absences approved before 12:00.</i> + Time Admin is run afterwards.	<b>3</b> <b><u>B030122 – Initial Trial</u></b> + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00	<b>4</b> <b><u>B030122 - 2<sup>nd</sup> Trial</u></b> Last corrections by 2:00 TL Last Load @ 5:00. + Time Admin runs at 12:00 & 3:00  Run Reallocation Process.	
<b>6</b>	<b>7</b> <b><u>B030122 - FINAL</u></b> Confirm, Distribute & Encumb run. Create ck/adv files  Monthly Maintenance Encumbrances are run	<b>8</b> Run your final reports for B030122  Off-cycle for MF/BF030822	<b>9</b> Absences are finalized @ 12:00 for B031522 week 1 – <i>All high exceptions must be cleared &amp; absences approved before 12:00.</i> + Time Admin is run afterwards.	<b>10</b>	<b>11</b> <b>Pay Day – B030122</b>  Run Reallocation Process.  ePAR cutoff for B031522.	<b>12</b>
<b>13</b>		<b>15</b> <b>Pay Day – MF/BF030822</b>  B031522 – Period ends & paylines are created.	<b>16</b> Absences are finalized @ 12:00 for B031522 week 2 – <i>All high exceptions must be cleared &amp; absences approved before 12:00.</i> + Time Admin is run afterwards.	<b>17</b> <b><u>B031522 – Initial Trial</u></b> + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00	<b>18</b> <b><u>B031522 - 2<sup>nd</sup> Trial</u></b> Last corrections by 2:00 TL Last Load @ 5:00. + Time Admin runs at 12:00 & 3:00  Run Reallocation Process.  ePAR cutoff for M033122.	<b>19</b>
<b>20</b>	<b>21</b> <b><u>B031522 - FINAL</u></b> Confirm, Distribute & Encumb run. Create ck/adv files  Monthly Maintenance Encumbrances are run	<b>22</b> Run your final reports for B031522  M033122 Paylines are created.  Absences are finalized @ 12:00 for M033122 approve before 12:00. – <i>All high exceptions must be cleared &amp; absences approved before 12:00.</i> + Time Admin is run afterwards.	<b>23</b> Absences are finalized @ 12:00 for B032922 week 1 – <i>All high exceptions must be cleared &amp; absences approved before 12:00.</i> + Time Admin is run afterwards.  <b><u>M033122 – Trial</u></b> + Run & review trial + Process corrections	<b>24</b>	<b>25</b> <b>Pay Day – B031522</b>  Run Reallocation Process.  <b><u>M033122 - FINAL</u></b> Confirm, Distribute & Encumb run. Create ck/adv files.  ePAR cutoff for B032922.	<b>26</b>
<b>27</b>	<b>28</b> Off-cycle for MF/BF032822  Run your final reports for M033122	<b>29</b> B032922 – Period ends & paylines are created.	<b>30</b> Absences are finalized @ 12:00 for B032922 week 2 – <i>All high exceptions must be cleared &amp; absences approved before 12:00.</i> + Time Admin is run afterwards.	<b>31</b> <b><u>B032922 – Initial Trial</u></b> + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00		

April 2022						
◀ March						May ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					<b>1</b> <b>Pay Day – M033122 &amp; MF/BF032822</b>  <u>B032922 - 2<sup>nd</sup> Trial</u> Last corrections by 2:00 TL Last Load @ 5:00. + Time Admin runs at 12:00 & 3:00  Run Reallocation Process.	<b>2</b>
<b>3</b>	<b>4</b> <u>B032922 - FINAL</u> Confirm, Distribute & Encumb run. Create ck/adv files  Monthly Maintenance Encumbrances are run	<b>5</b> Run your final reports for B032922	<b>6</b> Absences are finalized @ 12:00 for B041222 week 1 – <i>All high exceptions must be cleared &amp; absences approved before 12:00.</i> + Time Admin is run afterwards.	<b>7</b>	<b>8</b> <b>Pay Day – B032922</b>  Run Reallocation Process.  ePAR cutoff for B041222.	<b>9</b>
<b>10</b>	<b>11</b> Off-cycle for MF/BF041122	<b>12</b> B041222 – Period ends & paylines are created.	<b>13</b> Absences are finalized @ 12:00 for B041222 week 2 – <i>All high exceptions must be cleared &amp; absences approved before 12:00.</i> + Time Admin is run afterwards.	<b>14</b> <u>B041222 – Initial Trial</u> + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00	<b>15</b> <b>Pay Day – MF/BF041122</b>  <u>B041222 - 2<sup>nd</sup> Trial</u> Last corrections by 2:00 TL Last Load @ 5:00. + Time Admin runs at 12:00 & 3:00  Run Reallocation Process.  ePAR cutoff for M043022.	<b>16</b>
<b>17</b>	<b>18</b> <u>B041222 - FINAL</u> Confirm, Distribute & Encumb run. Create ck/adv files  Monthly Maintenance Encumbrances are run	<b>19</b> Run your final reports for B041222  M043022 Paylines are created.  Absences are finalized @ 12:00 for M043022 approve before 12:00. – <i>All high exceptions must be cleared &amp; absences approved before 12:00.</i> + Time Admin is run afterwards.	<b>20</b> Absences are finalized @ 12:00 for B042622 week 1 – <i>All high exceptions must be cleared &amp; absences approved before 12:00.</i> + Time Admin is run afterwards.	<b>21</b> <u>M043022 – Trial</u> + Run & review trial + Process corrections	<b>22</b> <b>Pay Day – B041222</b>  Run Reallocation Process.  <u>M043022 - FINAL</u> Confirm, Distribute & Encumb run. Create ck/adv files.  ePAR cutoff for B042622.	<b>23</b>
<b>24</b>	<b>25</b> Run your final reports for B043022	<b>26</b> B042622 – Period ends & paylines are created.  Off-cycle for MF/BF042622	<b>27</b> Absences are finalized @ 12:00 for B042622 week 2 – <i>All high exceptions must be cleared &amp; absences approved before 12:00.</i> + Time Admin is run afterwards.	<b>28</b> <u>B042622 – Initial Trial</u> + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00	<b>29</b> <u>B042622 - 2<sup>nd</sup> Trial</u> Last corrections by 2:00 TL Last Load @ 5:00. + Time Admin runs at 12:00 & 3:00  Run Reallocation Process.	<b>30</b>

◀ April		May 2022					June ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
1	<b>2</b> <b>Pay Day – M043022 &amp; MF/BF042622</b>  <u><b>B042622 - FINAL</b></u> Confirm, Distribute & Encumb run. Create ck/adv files  Monthly Maintenance Encumbrances are run	<b>3</b> Run your final reports for B042622	<b>4</b> Absences are finalized @ 12:00 for B051022 week 1 – <i>All high exceptions must be cleared &amp; absences approved before 12:00.</i> + Time Admin is run afterwards.	<b>5</b>	<b>6</b> <b>Pay Day – B042622</b>  Run Reallocation Process.  ePAR cutoff for B051022.	7	
8	<b>9</b>	<b>10</b> B051022 – Period ends & paylines are created.  Off-cycle for MF/BF051022	<b>11</b> Absences are finalized @ 12:00 for B051022 week 2 – <i>All high exceptions must be cleared &amp; absences approved before 12:00.</i> + Time Admin is run afterwards.	<b>12</b> <u><b>B051022 – Initial Trial</b></u> + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00	<b>13</b> <u><b>B051022 – 2nd Trial</b></u> Last corrections by 2:00 TL Last Load @ 5:00. + Time Admin runs at 12:00 & 3:00  Run Reallocation Process.  ePAR cutoff for M053122.	14	
15	<b>16</b> <b>Pay Day – MF/BF051022</b>  <u><b>B051022 - FINAL</b></u> Confirm, Distribute & Encumb run. Create ck/adv files  Monthly Maintenance Encumbrances are run	<b>17</b> Run your final reports for B051022  M053122 Paylines are created.	<b>18</b> Absences are finalized @ 12:00 for B052422 week 1 – <i>All high exceptions must be cleared &amp; absences approved before 12:00.</i> + Time Admin is run afterwards.	<b>19</b> Absences are finalized @ 12:00 for M053122 approve before 12:00. – <i>All high exceptions must be cleared &amp; absences approved before 12:00.</i> + Time Admin is run afterwards.	<b>20</b> <b>Pay Day – B051022</b>  Run Reallocation Process.  <u><b>M053122 – Trial</b></u> + Run & review trial + Process corrections  ePAR cutoff for B052422.	21	
22	<b>23</b> <u><b>M053122 - FINAL</b></u> Confirm, Distribute & Encumb run. Create ck/adv files.	<b>24</b> B052422 – Period ends & paylines are created.  Off-cycle for MF/BF052422  Run your final reports for B053122	<b>25</b> Absences are finalized @ 12:00 for B052422 week 2 – <i>All high exceptions must be cleared &amp; absences approved before 12:00.</i> + Time Admin is run afterwards.	<b>26</b> <u><b>B052422 – Initial Trial</b></u> + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00	<b>27</b> Run Reallocation Process.  <u><b>B052422 - FINAL</b></u> Confirm, Distribute & Encumb run. Create ck/adv files  Monthly Maintenance Encumbrances are run	28	
29	<b>30</b>  <b>HOLIDAY</b>	<b>31</b> Run your final reports for B052422					

June 2022						
◀ May						July ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			<b>1</b> <b>Pay Day – M053122 &amp; MF/BF052422</b>  Absences are finalized @ 12:00 for B060722 week 1 – <i>All high exceptions must be cleared &amp; absences approved before 12:00.</i> + Time Admin is run afterwards.	<b>2</b>	<b>3</b> <b>Pay Day – B052422</b>  Run Reallocation Process.  ePAR cutoff for B060722.	<b>4</b>
<b>5</b>	<b>6</b>	<b>7</b> B060722 – Period ends & paylines are created.  Off-cycle for MF/BF060722	<b>8</b> Absences are finalized @ 12:00 for B060722 week 2 – <i>All high exceptions must be cleared &amp; absences approved before 12:00.</i> + Time Admin is run afterwards.	<b>9</b> <u><b>B060722 – Initial Trial</b></u> + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00	<b>10</b> <u><b>B060722 – 2<sup>nd</sup> Trial</b></u> Last corrections by 2:00 TL Last Load @ 5:00. + Time Admin runs at 12:00 & 3:00  Run Reallocation Process.	<b>11</b>
<b>12</b>	<b>13</b> <u><b>B060722 - FINAL</b></u> Confirm, Distribute & Encumb run. Create ck/adv files  Monthly Maintenance Encumbrances are run	<b>14</b> Run your final reports for B060722	<b>15</b> <b>Pay Day – MF/BF060722</b>  Absences are finalized @ 12:00 for B062122 week 1 – <i>All high exceptions must be cleared &amp; absences approved before 12:00.</i> + Time Admin is run afterwards.	<b>16</b> ePAR cutoff for M063022.	<b>17</b> <b>Pay Day – B060722</b>  Run Reallocation Process.  ePAR cutoff for B062122.	<b>18</b>
<b>19</b>	<b>20</b> M063022 Paylines are created.  Absences are finalized @ 12:00 for M063022 approve before 12:00. – <i>All high exceptions must be cleared &amp; absences approved before 12:00.</i> + Time Admin is run afterwards.	<b>21</b> B062122 – Period ends & paylines are created.  <u><b>M063022 – Trial</b></u> + Run & review trial + Process corrections	<b>22</b> Absences are finalized @ 12:00 for B062122 week 2 – <i>All high exceptions must be cleared &amp; absences approved before 12:00.</i> + Time Admin is run afterwards.  Run your final reports for B063022	<b>23</b> <u><b>B062122 – Initial Trial</b></u> + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00  <u><b>M063022 - FINAL</b></u> Confirm, Distribute & Encumb run. Create ck/adv files.	<b>24</b> <u><b>B062122 – 2<sup>nd</sup> Trial</b></u> Last corrections by 2:00 TL Last Load @ 5:00. + Time Admin runs at 12:00 & 3:00  Run Reallocation Process.	<b>25</b>
<b>26</b>	<b>27</b> <u><b>B062122 - FINAL</b></u> Confirm, Distribute & Encumb run. Create ck/adv files  Monthly Maintenance Encumbrances are run	<b>28</b> Run your final reports for B062122  Off-cycle for MF/BF062822	<b>29</b> Absences are finalized @ 12:00 for B070522 week 2 – <i>All high exceptions must be cleared &amp; absences approved before 12:00.</i> + Time Admin is run afterwards.	<b>30</b>		

July 2022						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					<b>1</b> <b>Pay Day – M63022, B062122 &amp; MF/BF062822</b>  Run Reallocation Process.  ePAR cutoff for B070522.	<b>2</b>
<b>3</b>	<b>4</b>  <b>HOLIDAY</b>	<b>5</b> B070522 – Period ends & paylines are created.	<b>6</b> Absences are finalized @ 12:00 for B070522 week 2 – <i>All high exceptions must be cleared &amp; absences approved before 12:00.</i> + Time Admin is run afterwards.	<b>7</b> <b><u>B070522 – Initial Trial</u></b> + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00	<b>8</b> <b><u>B070522 – 2<sup>nd</sup> Trial</u></b> Last corrections by 2:00 TL Last Load @ 5:00. + Time Admin runs at 12:00 & 3:00  Run Reallocation Process.	<b>9</b>
<b>10</b>	<b>11</b> <b><u>B070522 - FINAL</u></b> Confirm, Distribute & Encumb run. Create ck/adv files  Monthly Maintenance Encumbrances are run	<b>12</b> Run your final reports for B070522  Off-cycle for MF/BF071222	<b>13</b> Absences are finalized @ 12:00 for B071922 week 1 – <i>All high exceptions must be cleared &amp; absences approved before 12:00.</i> + Time Admin is run afterwards.	<b>14</b> ePAR cutoff for M073122.	<b>15</b> <b>Pay Day – B070522 &amp; BF/MF071222</b>  Run Reallocation Process.  ePAR cutoff for B071922.	<b>16</b>
<b>17</b>	<b>18</b> M073122 Paylines are created.  Absences are finalized @ 12:00 for M073122 approve before 12:00. – <i>All high exceptions must be cleared &amp; absences approved before 12:00.</i> + Time Admin is run afterwards.	<b>19</b> B071922 – Period ends & paylines are created.  <b><u>M073122 – Trial</u></b> + Run & review trial + Process corrections	<b>20</b> Absences are finalized @ 12:00 for B071922 week 2 – <i>All high exceptions must be cleared &amp; absences approved before 12:00.</i> + Time Admin is run afterwards.	<b>21</b> <b><u>B071922 – Initial Trial</u></b> + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00  <b><u>M073122 - FINAL</u></b> Confirm, Distribute & Encumb run. Create ck/adv files.	<b>22</b> <b><u>B071922 – 2<sup>nd</sup> Trial</u></b> 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	<b>23</b>
<b>24</b>	<b>25</b> <b><u>B071922 - FINAL</u></b> Confirm, Distribute & Encumb run. Create ck/adv files  Monthly Maintenance Encumbrances are run	<b>26</b> Run your final reports for B071922  Off-cycle for MF/BF072622	<b>27</b> Absences are finalized @ 12:00 for B080222 week 1 – <i>All high exceptions must be cleared &amp; absences approved before 12:00.</i> + Time Admin is run afterwards.	<b>28</b>	<b>29</b> <b>Pay Day – B071922</b>  Run Reallocation Process.  ePAR cutoff for B080222.	<b>30</b>
<b>31</b>						

August 2022						
◀ July	August 2022					September ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	<b>1</b> <b>Pay Day – M073122 &amp; MF/BF072622</b>	<b>2</b> B080222 – Period ends & paylines are created.	<b>3</b> Absences are finalized @ 12:00 for B080222 week 2 – <i>All high exceptions must be cleared &amp; absences approved before 12:00.</i> + Time Admin is run afterwards.	<b>4</b> <b><u>B080222 – Initial Trial</u></b> + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00	<b>5</b> <b><u>B080222 - 2<sup>nd</sup> Trial</u></b> Last corrections by 2:00 TL Last Load @ 5:00. + Time Admin runs at 12:00 & 3:00  Run Reallocation Process.	<b>6</b>
<b>7</b>	<b>8</b> <b><u>B080222 - FINAL</u></b> Confirm, Distribute & Encumb run. Create ck/adv files  Monthly Maintenance Encumbrances are run	<b>9</b> Run your final reports for B080222  Off-cycle for MF/BF080922	<b>10</b> Absences are finalized @ 12:00 for B081622 week 1 – <i>All high exceptions must be cleared &amp; absences approved before 12:00.</i> + Time Admin is run afterwards.	<b>11</b>	<b>12</b> <b>Pay Day – B080222</b>  Run Reallocation Process.  ePAR cutoff for B081622.  ePAR cutoff for M083122.	<b>13</b>
<b>14</b>	<b>15</b> <b>Pay Day – MF/BF080222</b>	<b>16</b> B081622 – Period ends & paylines are created.  M083122. Paylines are created.  Absences are finalized @ 12:00 for M083122 approve before 12:00. – <i>All high exceptions must be cleared &amp; absences approved before 12:00.</i> + Time Admin is run afterwards.	<b>17</b> Absences are finalized @ 12:00 for B081622 week 1 – <i>All high exceptions must be cleared &amp; absences approved before 12:00.</i> + Time Admin is run afterwards.  <b><u>M083122 – Trial</u></b> + Run & review trial + Process corrections	<b>18</b> <b><u>B081622 – Initial Trial</u></b> + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00	<b>19</b> <b><u>B081622 - 2<sup>nd</sup> Trial</u></b> Last corrections by 2:00 TL Last Load @ 5:00. + Time Admin runs at 12:00 & 3:00  Run Reallocation Process.  <b><u>M083122 - FINAL</u></b> Confirm, Distribute & Encumb run. Create ck/adv files.	<b>20</b>
<b>21</b>	<b>22</b> <b><u>B081622 - FINAL</u></b> Confirm, Distribute & Encumb run. Create ck/adv files  Monthly Maintenance Encumbrances are run  Run your final reports for B071922	<b>23</b> Run your final reports for B081622  Off-cycle for MF/BF082322	<b>24</b> Absences are finalized @ 12:00 for B083022 week 1 – <i>All high exceptions must be cleared &amp; absences approved before 12:00.</i> + Time Admin is run afterwards.	<b>25</b>	<b>26</b> <b>Pay Day – B081622</b>  Run Reallocation Process.  ePAR cutoff for B083022.	<b>27</b>
<b>28</b>	<b>29</b>	<b>30</b> B083022 – Period ends & paylines are created.	<b>31</b> Absences are finalized @ 12:00 for B083022 week 2 – <i>All high exceptions must be cleared &amp; absences approved before 12:00.</i> + Time Admin is run afterwards.			