| [◄ August](#August_2022) | **September 2022** | [October ►](#October_2022" \o "Jump to October) |
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| **Sun** | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** |
|  |  |  |  | 1 **Pay Day – M083122 & MF/BF082322** | 2 ***B083122 – FINAL – NO TRIAL***Confirm, Distribute & Encumb run. Create ck/adv filesRun Reallocation Process. | 3  |
| 4  | 5 **HOLIDAY** | 6 FY23 Initial EncumbrancesRun your final reports for B083122Run Leave Accruals | 7 Absences are finalized @ 12:00 for B091322 week 1 – *All high exceptions must be cleared & absences approved before 12:00.**+Time Admin is run afterwards.* | 8 Off-cycle for MF/BF090822 | 9 Run Reallocation Process. | 10  |
| 11  | 12  | 13 B091322 – Period ends & paylines are created. | 14 Absences are finalized @ 12:00 for B091322 week 2 – *All high exceptions must be cleared & absences approved before 12:00.**+Time Admin is run afterwards.* | 15 **Pay Day – MF/BF090822*****B091322 – Initial Trial***+ Run & review trial+ Process corrections+ Time Admin run at  12:00 & 3:00 | 16 ***B091322 - 2nd Trial***Last corrections by 2:00TL Last Load @ 5:00.+ Time Admin runs at  12:00 & 3:00Run Reallocation Process. | 17  |
| 18  | 19 ***B091322 - FINAL***Confirm, Distribute & Encumb run. Create ck/adv filesMonthly Maintenance Encumbrances are run | 20 Run your final reports for B091322M093022 Paylines are created.Absences are finalized @ 12:00 for M093022 approve before 12:00. – *All high exceptions must be cleared & absences approved before 12:00.**+Time Admin is run afterwards.* | 21 Absences are finalized @ 12:00 for B092722 week 1 – *All high exceptions must be cleared & absences approved before 12:00.**+Time Admin is run afterwards.* | 22 ***M93022 – Trial***+ Run & review trial+ Process corrections | 23 **Pay Day – B091322*****M093022 - FINAL***Confirm, Distribute & Encumb run. Create ck/adv files.Run Reallocation Process. | 24  |
| 25  | 26 Run your final reports for M093022 | 27 B092722 – Period ends & paylines are created.Off-cycle for MF/BF092722 | 28 Absences are finalized @ 12:00 for B092722 week 2 – *All high exceptions must be cleared & absences approved before 12:00.**+Time Admin is run afterwards.* | 29 ***B092722 – Initial Trial***+ Run & review trial+ Process corrections+ Time Admin run at  12:00 & 3:00 | 30 ***B092722 - 2nd Trial***Last corrections by 2:00TL Last Load @ 5:00.+ Time Admin runs at  12:00 & 3:00Run Reallocation Process. |  |

| [◄ September](#September_2022) | **October 2022** | [November ►](#November_2022" \o "Jump to November) |
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| **Sun** | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** |
|  |  |  |  |  |  | 1  |
| 2  | 3 ***B092722 - FINAL***Confirm, Distribute & Encumb run. Create ck/adv filesMonthly Maintenance Encumbrances are run | 4 Run your final reports for B092722Run Leave Accruals | 5 Absences are finalized @ 12:00 for B101122 week 1 – *All high exceptions must be cleared & absences approved before 12:00.**+Time Admin is run afterwards.* | 6  | 7 **Pay Day – B092722**Run Reallocation Process. | 8  |
| 9  | 10  | 11 B101122 – Period ends & paylines are created.Off-cycle for MF/BF101122 | 12 Absences are finalized @ 12:00 for B101122 week 2 – *All high exceptions must be cleared & absences approved before 12:00.**+Time Admin is run afterwards.* | 13 ***B101122 – Initial Trial***+ Run & review trial+ Process corrections+ Time Admin run at  12:00 & 3:00 | 14 ***B101122 - 2nd Trial***Last corrections by 2:00TL Last Load @ 5:00.+ Time Admin runs at  12:00 & 3:00Run Reallocation Process. | 15  |
| 16  | 17 **Pay Day – MF/BF101122*****B101122 - FINAL***Confirm, Distribute & Encumb run. Create ck/adv filesMonthly Maintenance Encumbrances are run | 18 Run your final reports for B101122M103121 Paylines are created.Absences are finalized @ 12:00 for M103122 approve before 12:00. – *All high exceptions must be cleared & absences approved before 12:00.**+Time Admin is run afterwards.* | 19 Absences are finalized @ 12:00 for B102522 week 1 – *All high exceptions must be cleared & absences approved before 12:00.**+Time Admin is run afterwards.* | 20 ***M103122 – Trial***+ Run & review trial+ Process corrections | 21 **Pay Day – B101122**Run Reallocation Process. | 22  |
| 23  | 24 ***M103122 - FINAL***Confirm, Distribute & Encumb run. Create ck/adv files. | 25 B102522 – Period ends & paylines are created.Run your final reports for M103122Off-cycle for MF/BF102522 | 26 Absences are finalized @ 12:00 for B102522 week 2 – *All high exceptions must be cleared & absences approved before 12:00.**+Time Admin is run afterwards.* | 27 ***B102522 – Initial Trial***+ Run & review trial+ Process corrections+ Time Admin run at  12:00 & 3:00 | 28 ***B102522 - 2nd Trial***Last corrections by 2:00TL Last Load @ 5:00.+ Time Admin runs at  12:00 & 3:00Run Reallocation Process. | 29  |
| 30  | 31 ***B102522 - FINAL***Confirm, Distribute & Encumb run. Create ck/adv filesMonthly Maintenance Encumbrances are run |  |

| [◄ October](#October_2022) | **November 2022** | [December ►](#December_2022" \o "Jump to December) |
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| **Sun** | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** |
|  |  | 1 **Pay Day – M093022 & MF/BF102522**Run your final reports for B102522Run Leave Accruals | 2 Absences are finalized @ 12:00 for B110822 week 1 – *All high exceptions must be cleared & absences approved before 12:00.**+Time Admin is run afterwards.* | 3  | 4 **Pay Day – B0102522**Run Reallocation Process. | 5  |
| 6  | 7  | 8 B110822 – Period ends & paylines are created.Off-cycle for MF/BF110822 | 9 Absences are finalized @ 12:00 for B110822 week 2 – *All high exceptions must be cleared & absences approved before 12:00.**+Time Admin is run afterwards.* | 10 ***B110822 – Initial Trial***+ Run & review trial+ Process corrections+ Time Admin run at  12:00 & 3:00 | 11 ***B110822 - 2nd Trial***Last corrections by 2:00TL Last Load @ 5:00.+ Time Admin runs at  12:00 & 3:00Run Reallocation Process. | 12  |
| 13  | 14 ***B110822 - FINAL***Confirm, Distribute & Encumb run. Create ck/adv filesMonthly Maintenance Encumbrances are run | 15 **Pay Day – MF/BF110822**Run your final reports for B110822M113022 Paylines are created.Absences are finalized @ 12:00 for M113022 approve before 12:00. – *All high exceptions must be cleared & absences approved before 12:00.**+Time Admin is run afterwards.* | 16 Absences are finalized @ 12:00 for B112222 week 1 – *All high exceptions must be cleared & absences approved before 12:00.**+Time Admin is run afterwards.* | 17 ***M113022 – Trial***+ Run & review trial+ Process corrections | 18 **Pay Day – B110822**Run Reallocation Process. | 19  |
| 20  | 21 ***M113022 - FINAL***Confirm, Distribute & Encumb run. Create ck/adv files. | 22 B112222 – Period ends & paylines are created.Run your final reports for M113022Off-cycle for MF/BF112222 | 23 Absences are finalized @ 12:00 for B112222 week 2 – *All high exceptions must be cleared & absences approved before 12:00.**+Time Admin is run afterwards.*Run Reallocation Process. | 24 **HOLIDAY** | 25 **HOLIDAY** | 26  |
| 27  | 28 ***B112222 – FINAL – NO TRIAL***Confirm, Distribute & Encumb run. Create ck/adv filesMonthly Maintenance Encumbrances are run | 29 Run your final reports for B112222 | 30 Absences are finalized @ 12:00 for B120622 week 1 – *All high exceptions must be cleared & absences approved before 12:00.**+Time Admin is run afterwards.* |  |

| [◄ November](#November_2022) | **December 2022** | [January ►](https://www.wincalendar.com/Holiday-Calendar/January-2023%22%20%5Co%20%22January%202023) |
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| **Sun** | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** |
|  |  |  |  | 1 **Pay Day – M113022 & MF/BF112222**Run Leave Accruals | 2 **Pay Day – B112222**Run Reallocation Process. | 3  |
| 4  | 5  | 6 B120622 – Period ends & paylines are created.Off-cycle for MF/BF120622 | 7 Absences are finalized @ 12:00 for B120622 week 2 – *All high exceptions must be cleared & absences approved before 12:00.**+Time Admin is run afterwards.* | 8 ***B120622 – Initial Trial***+ Run & review trial+ Process corrections+ Time Admin run at  12:00 & 3:00 | 9 ***B120622 - 2nd Trial***Last corrections by 2:00TL Last Load @ 5:00.+ Time Admin runs at  12:00 & 3:00Run Reallocation Process. | 10  |
| 11  | 12 ***B120622 - FINAL***Confirm, Distribute & Encumb run. Create ck/adv filesMonthly Maintenance Encumbrances are runMaybe move this payroll to confirm on 12/9/22 | 13 Run your final reports for B120622M123122 Paylines are created. | 14 Absences are finalized @ 12:00 for B122022 week 1 – *All high exceptions must be cleared & absences approved before 12:00.**+Time Admin is run afterwards.* | 15 **Pay Day – MF/BF120622**Absences are finalized @ 12:00 for M123122 approve before 12:00. – *All high exceptions must be cleared & absences approved before 12:00.**+Time Admin is run afterwards.* | 16 **Pay Day – B120622*****M123122 – Trial***+ Run & review trial+ Process correctionsRun Reallocation Process. | 17  |
| 18  | 19 ***M123122 - FINAL***Confirm, Distribute & Encumb run. Create ck/adv files. | 20 B122022 – Period ends & paylines are created. | 21 Absences are finalized @ 12:00 for B122022 week 2 – *All high exceptions must be cleared & absences approved before 12:00.**+Time Admin is run afterwards.* | 22 ***B122022 – Initial Trial – NO 2nd Trial***+ Run & review trial+ Process corrections+ Time Admin run at  12:00 & 3:00 | 23 ***B122022 - FINAL***Confirm, Distribute & Encumb run. Create ck/adv filesRun Reallocation Process. | 24  |
| 25  | 26 **HOLIDAY** | 27 **HOLIDAY** | 28 Absences are finalized @ 12:00 for B010323 week 1 – *All high exceptions must be cleared & absences approved before 12:00.**+Time Admin is run afterwards.***HOLIDAY** | 29 **HOLIDAY** | 30 **Pay Day – B123022****HOLIDAY** | 31  |

| [◄ December](https://www.wincalendar.com/Holiday-Calendar/December-2022%22%20%5Co%20%22December%202022) | **January 2023** | [February ►](#February_2023" \o "Jump to February) |
| --- | --- | --- |
| **Sun** | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** |
| 1  | 2 **Pay Day – M123122**Run Leave Accruals | 3 B010323 – Period ends & paylines are created. | 4 Absences are finalized @ 12:00 for B010323 week 2 – *All high exceptions must be cleared & absences approved before 12:00.**+Time Admin is run afterwards.* | 5 ***B010323 – Initial Trial***+ Run & review trial+ Process corrections+ Time Admin run at  12:00 & 3:00 | 6 ***B010323 - 2nd Trial***Last corrections by 2:00TL Last Load @ 5:00.+ Time Admin runs at  12:00 & 3:00Run Reallocation Process. | 7  |
| 8  | 9 ***B010323 - FINAL***Confirm, Distribute & Encumb run. Create ck/adv filesMonthly Maintenance Encumbrances are run | 10 Run your final reports for B010323Off-cycle for MF/BF010323 | 11 Absences are finalized @ 12:00 for B011723 week 1 – *All high exceptions must be cleared & absences approved before 12:00.**+Time Admin is run afterwards.* | 12  | 13 **Pay Day – B010323**Run Reallocation Process. | 14  |
| 15  | 16 **HOLIDAY** | 17 **Pay Day – MF/BF010323**B011723 – Period ends & paylines are created.M013123 Paylines are created.Absences are finalized @ 12:00 for M013123 approve before 12:00. – *All high exceptions must be cleared & absences approved before 12:00.**+Time Admin is run afterwards.* | 18 Absences are finalized @ 12:00 for B011723 week 2 – *All high exceptions must be cleared & absences approved before 12:00.**+Time Admin is run afterwards.* | 19 ***B011723 – Initial Trial***+ Run & review trial+ Process corrections+ Time Admin run at  12:00 & 3:00***M013123 – Trial***+ Run & review trial+ Process corrections | 20 ***B011723 - 2nd Trial***Last corrections by 2:00TL Last Load @ 5:00.+ Time Admin runs at  12:00 & 3:00Run Reallocation Process. | 21  |
| 22  | 23 ***B011723 - FINAL***Confirm, Distribute & Encumb run. Create ck/adv files***M013123 - FINAL***Confirm, Distribute & Encumb run. Create ck/adv files. | 24 Run your final reports for B011723Off-cycle for MF/BF011723 | 25 Absences are finalized @ 12:00 for B013123 week 1 – *All high exceptions must be cleared & absences approved before 12:00.**+Time Admin is run afterwards.*Run your final reports for M013123 | 26  | 27 **Pay Day – B011723**Run Reallocation Process. | 28  |
| 29  | 30  | 31 B013123 – Period ends & paylines are created. |  |

| [◄ January](#January_2023) | **February 2023** | [March ►](#March_2023" \o "Jump to March) |
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| **Sun** | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** |
|  |  |  | 1 **Pay Day – M013123 & MF/BF011723**Absences are finalized @ 12:00 for B013123 week 2 – *All high exceptions must be cleared & absences approved before 12:00.**+Time Admin is run afterwards.*Run Leave Accruals | 2 ***B013123 – Initial Trial***+ Run & review trial+ Process corrections+ Time Admin run at  12:00 & 3:00 | 3 ***B013123 - 2nd Trial***Last corrections by 2:00TL Last Load @ 5:00.+ Time Admin runs at  12:00 & 3:00Run Reallocation Process. | 4  |
| 5  | 6 ***B013123 - FINAL***Confirm, Distribute & Encumb run. Create ck/adv filesMonthly Maintenance Encumbrances are run | 7 Run your final reports for B013123Off-cycle for MF/BF013123 | 8 Absences are finalized @ 12:00 for B021423 week 1 – *All high exceptions must be cleared & absences approved before 12:00.**+Time Admin is run afterwards.* | 9  | 10 **Pay Day – B013123**Run Reallocation Process. | 11  |
| 12  | 13  | 14 B021423 – Period ends & paylines are created.M022823 Paylines are created. | 15 **Pay Day – MF/BF013123**Absences are finalized @ 12:00 for B021423 week 2 – *All high exceptions must be cleared & absences approved before 12:00.**+Time Admin is run afterwards.* | 16 ***B021423 – Initial Trial***+ Run & review trial+ Process corrections+ Time Admin run at  12:00 & 3:00Absences are finalized @ 12:00 for M022823 approve before 12:00. – *All high exceptions must be cleared & absences approved before 12:00.**+Time Admin is run afterwards.* | 17 ***B021423 - 2nd Trial***Last corrections by 2:00TL Last Load @ 5:00.+ Time Admin runs at  12:00 & 3:00Run Reallocation Process.***M022823 – Trial***+ Run & review trial+ Process corrections | 18  |
| 19  | 20 ***B021423 - FINAL***Confirm, Distribute & Encumb run. Create ck/adv filesMonthly Maintenance Encumbrances are run | 21 Run your final reports for B021423***M022823 - FINAL***Confirm, Distribute & Encumb run. Create ck/adv files. | 22 Absences are finalized @ 12:00 for B022823 week 1 – *All high exceptions must be cleared & absences approved before 12:00.**+Time Admin is run afterwards.*Run your final reports for M022823 | 23 Off-cycle for MF/BF022323 | 24 **Pay Day – B021423**Run Reallocation Process. | 25  |
| 26  | 27  | 28 B022823 – Period ends & paylines are created. |  |

| [◄ February](#February_2023) | **March 2023** | [April ►](#April_2023" \o "Jump to April) |
| --- | --- | --- |
| **Sun** | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** |
|  |  |  | 1 **Pay Day – M022823 & MF/BF022323**Absences are finalized @ 12:00 for B022823 week 2 – *All high exceptions must be cleared & absences approved before 12:00.**+Time Admin is run afterwards.*Run Leave Accruals | 2 ***B022823 – Initial Trial***+ Run & review trial+ Process corrections+ Time Admin run at  12:00 & 3:00 | 3 ***B022823 - 2nd Trial***Last corrections by 2:00TL Last Load @ 5:00.+ Time Admin runs at  12:00 & 3:00Run Reallocation Process. | 4  |
| 5  | 6 ***B022823 - FINAL***Confirm, Distribute & Encumb run. Create ck/adv filesMonthly Maintenance Encumbrances are run | 7 Run your final reports for B022823Off-cycle for MF/BF030723 | 8 Absences are finalized @ 12:00 for B031423 week 1 – *All high exceptions must be cleared & absences approved before 12:00.**+Time Admin is run afterwards.* | 9  | 10 **Pay Day – B022823**Run Reallocation Process. | 11  |
| 12  | 13  | 14 B031423 – Period ends & paylines are created. | 15 **Pay Day – MF/BF030723**Absences are finalized @ 12:00 for B031423 week 2 – *All high exceptions must be cleared & absences approved before 12:00.**+Time Admin is run afterwards.* | 16 ***B031423 – Initial Trial***+ Run & review trial+ Process corrections+ Time Admin run at  12:00 & 3:00NO 2nd Trial availableRun Reallocation Process. | 17 **HOLIDAY** | 18  |
| 19  | 20 ***B031423 - FINAL***Confirm, Distribute & Encumb run. Create ck/adv filesMonthly Maintenance Encumbrances are run | 21 Run your final reports for B031423M033123 Paylines are created.Absences are finalized @ 12:00 for M033123 approve before 12:00. – *All high exceptions must be cleared & absences approved before 12:00.**+Time Admin is run afterwards.* | 22 Absences are finalized @ 12:00 for B032823 week 2 – *All high exceptions must be cleared & absences approved before 12:00.**+Time Admin is run afterwards.* | 23 ***M033123 – Trial***+ Run & review trial+ Process corrections | 24 **Pay Day – B031423*****M033123 - FINAL***Confirm, Distribute & Encumb run. Create ck/adv files.Run Reallocation Process. | 25  |
| 26  | 27 Run your final reports for M033123 | 28 B032823 – Period ends & paylines are created.Off-cycle for MF/BF032823 | 29 Absences are finalized @ 12:00 for B032823 week 2 – *All high exceptions must be cleared & absences approved before 12:00.**+Time Admin is run afterwards.* | 30 ***B032823 – Initial Trial***+ Run & review trial+ Process corrections+ Time Admin run at  12:00 & 3:00 | 31 ***B032823 - 2nd Trial***Last corrections by 2:00TL Last Load @ 5:00.+ Time Admin runs at  12:00 & 3:00Run Reallocation Process. |  |

| [◄ March](#March_2023) | **April 2023** | [May ►](#May_2023" \o "Jump to May) |
| --- | --- | --- |
| **Sun** | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** |
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| 2  | 3 **Pay Day – M033123 & MF/BF032823*****B032823 - FINAL***Confirm, Distribute & Encumb run. Create ck/adv filesMonthly Maintenance Encumbrances are run | 4 Run your final reports for B032823Run Leave Accruals | 5 Absences are finalized @ 12:00 for B041123 week 1 – *All high exceptions must be cleared & absences approved before 12:00.**+Time Admin is run afterwards.* | 6  | 7 **Pay Day – B032823**Run Reallocation Process. | 8  |
| 9  | 10  | 11 B041123 – Period ends & paylines are created.Off-cycle for MF/BF041123 | 12 Absences are finalized @ 12:00 for B041123 week 2 – *All high exceptions must be cleared & absences approved before 12:00.**+Time Admin is run afterwards.* | 13 ***B041123 – Initial Trial***+ Run & review trial+ Process corrections+ Time Admin run at  12:00 & 3:00 | 14 ***B041123 - 2nd Trial***Last corrections by 2:00TL Last Load @ 5:00.+ Time Admin runs at  12:00 & 3:00Run Reallocation Process. | 15  |
| 16  | 17 **Pay Day – MF/BF041123*****B041123 - FINAL***Confirm, Distribute & Encumb run. Create ck/adv filesMonthly Maintenance Encumbrances are run | 18 Run your final reports for B041123M043023 Paylines are created.Absences are finalized @ 12:00 for M043023 approve before 12:00. – *All high exceptions must be cleared & absences approved before 12:00.**+Time Admin is run afterwards.* | 19 Absences are finalized @ 12:00 for B042523 week 1 – *All high exceptions must be cleared & absences approved before 12:00.**+Time Admin is run afterwards.* | 20 ***M043023 – Trial***+ Run & review trial+ Process corrections | 21 **Pay Day – B041123*****M043023 - FINAL***Confirm, Distribute & Encumb run. Create ck/adv files.Run Reallocation Process. | 22  |
| 23  | 24 Run your final reports for M043023 | 25 B042523 – Period ends & paylines are created.Off-cycle for MF/BF042523 | 26 Absences are finalized @ 12:00 for B042523 week 2 – *All high exceptions must be cleared & absences approved before 12:00.**+Time Admin is run afterwards.* | 27 ***B042523 – Initial Trial***+ Run & review trial+ Process corrections+ Time Admin run at  12:00 & 3:00 | 28 ***B042523 - 2nd Trial***Last corrections by 2:00TL Last Load @ 5:00.+ Time Admin runs at  12:00 & 3:00Run Reallocation Process. | 29  |
| 30  |  |

| [◄ April](#April_2023) | **May 2023** | [June ►](#June_2023" \o "Jump to June) |
| --- | --- | --- |
| **Sun** | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** |
|  | 1 **Pay Day – M043023 & MF/BF042523*****B042523 - FINAL***Confirm, Distribute & Encumb run. Create ck/adv filesMonthly Maintenance Encumbrances are run | 2 Run your final reports for B042523Run Leave Accruals | 3 Absences are finalized @ 12:00 for B050923 week 1 – *All high exceptions must be cleared & absences approved before 12:00.**+Time Admin is run afterwards.* | 4  | 5 **Pay Day – B042523**Run Reallocation Process. | 6  |
| 7  | 8  | 9 B050923 – Period ends & paylines are created.Off-cycle for MF/BF050923 | 10 Absences are finalized @ 12:00 for B050923 week 2 – *All high exceptions must be cleared & absences approved before 12:00.**+Time Admin is run afterwards.* | 11 ***B050923 – Initial Trial***+ Run & review trial+ Process corrections+ Time Admin run at  12:00 & 3:00 | 12 ***B050923 - 2nd Trial***Last corrections by 2:00TL Last Load @ 5:00.+ Time Admin runs at  12:00 & 3:00Run Reallocation Process. | 13  |
| 14  | 15 **Pay Day – MF/BF050923*****B050923 - FINAL***Confirm, Distribute & Encumb run. Create ck/adv filesMonthly Maintenance Encumbrances are run | 16 Run your final reports for B050923 | 17 Absences are finalized @ 12:00 for B052323 week 1 – *All high exceptions must be cleared & absences approved before 12:00.**+Time Admin is run afterwards.* | 18 M053123 Paylines are created.Absences are finalized @ 12:00 for M053123 approve before 12:00. – *All high exceptions must be cleared & absences approved before 12:00.**+Time Admin is run afterwards.* | 19 **Pay Day – B050923**Run Reallocation Process.***M053123 – Trial***+ Run & review trial+ Process corrections | 20  |
| 21  | 22 ***M053123 - FINAL***Confirm, Distribute & Encumb run. Create ck/adv files. | 23 B052323 – Period ends & paylines are created.Run your final reports for M053123Off-cycle for MF/BF052323 | 24 Absences are finalized @ 12:00 for B052323 week 2 – *All high exceptions must be cleared & absences approved before 12:00.**+Time Admin is run afterwards.* | 25 ***B052323 – Initial Trial – NO 2ND Trail***+ Run & review trial+ Process corrections+ Time Admin run at  12:00 & 3:00 | 26 ***B052323 - FINAL***Confirm, Distribute & Encumb run. Create ck/adv filesRun Reallocation Process. | 27  |
| 28  | 29 **HOLIDAY** | 30 Run your final reports for B052323 | 31 Absences are finalized @ 12:00 for B060623 week 1 – *All high exceptions must be cleared & absences approved before 12:00.**+Time Admin is run afterwards.* |  |

| [◄ May](#May_2023) | **June 2023** | [July ►](#July_2023" \o "Jump to July) |
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| **Sun** | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** |
|  |  |  |  | 1 **Pay Day – M053123 & MF/BF052323**Run Leave Accruals | 2 **Pay Day – B052323**Run Reallocation Process. | 3  |
| 4  | 5  | 6 B060623 – Period ends & paylines are created.Off-cycle for MF/BF060623 | 7 Absences are finalized @ 12:00 for B060623 week 2 – *All high exceptions must be cleared & absences approved before 12:00.**+Time Admin is run afterwards.* | 8 ***B060623 – Initial Trial***+ Run & review trial+ Process corrections+ Time Admin run at  12:00 & 3:00 | 9 ***B060623 - 2nd Trial***Last corrections by 2:00TL Last Load @ 5:00.+ Time Admin runs at  12:00 & 3:00Run Reallocation Process. | 10  |
| 11  | 12 ***B060623 - FINAL***Confirm, Distribute & Encumb run. Create ck/adv filesMonthly Maintenance Encumbrances are run | 13 Run your final reports for B060623 | 14 Absences are finalized @ 12:00 for B062023 week 1 – *All high exceptions must be cleared & absences approved before 12:00.**+Time Admin is run afterwards.* | 15 **Pay Day – MF/BF060623** | 16 **Pay Day – B060623**Run Reallocation Process. | 17  |
| 18  | 19 **HOLIDAY** | 20 B062023 – Period ends & paylines are created.M063023 Paylines are created.Absences are finalized @ 12:00 for M063023 approve before 12:00. – *All high exceptions must be cleared & absences approved before 12:00.**+Time Admin is run afterwards.* | 21 Absences are finalized @ 12:00 for B062023 week 2 – *All high exceptions must be cleared & absences approved before 12:00.**+Time Admin is run afterwards.* | 22 ***B062023 – Initial Trial – NO 2nd Trial***+ Run & review trial+ Process corrections+ Time Admin run at  12:00 & 3:00***M063023 – Trial***+ Run & review trial+ Process corrections | 23 ***B062023 - FINAL***Confirm, Distribute & Encumb run. Create ck/adv filesRun Reallocation Process. | 24  |
| 25  | 26 ***M063023 - FINAL***Confirm, Distribute & Encumb run. Create ck/adv files.Run your final reports for B062023 | 27 Run your final reports for M063023Off-cycle for MF/BF062723 | 28 Absences are finalized @ 12:00 for B070423 week 1 – *All high exceptions must be cleared & absences approved before 12:00.**+Time Admin is run afterwards.* | 29  | 30 **Pay Day – B062023**Run Reallocation Process. |  |

| [◄ June](#June_2023) | **July 2023** | [August ►](#August_2023" \o "Jump to August) |
| --- | --- | --- |
| **Sun** | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** |
|  |  |  |  |  |  | 1  |
| 2  | 3 **Pay Day – M063023 & MF/BF062723**Run Leave Accruals | 4 **HOLIDAY**B070423 – Period ends & paylines are created. | 5 Absences are finalized @ 12:00 for B070423 week 2 – *All high exceptions must be cleared & absences approved before 12:00.**+Time Admin is run afterwards.* | 6 ***B070423 – Initial Trial***+ Run & review trial+ Process corrections+ Time Admin run at  12:00 & 3:00 | 7 ***B070423 - 2nd Trial***Last corrections by 2:00TL Last Load @ 5:00.+ Time Admin runs at  12:00 & 3:00Run Reallocation Process. | 8  |
| 9  | 10 ***B070423 - FINAL***Confirm, Distribute & Encumb run. Create ck/adv filesMonthly Maintenance Encumbrances are run | 11 Run your final reports for B070423Off-cycle for MF/BF071123 | 12 Absences are finalized @ 12:00 for B071823 week 1 – *All high exceptions must be cleared & absences approved before 12:00.**+Time Admin is run afterwards.* | 13  | 14 **Pay Day – B070423**Run Reallocation Process. | 15  |
| 16  | 17 **Pay Day – MF/BF071123**M073123 Paylines are created. | 18 B071823 – Period ends & paylines are created.Absences are finalized @ 12:00 for M073123 approve before 12:00. – *All high exceptions must be cleared & absences approved before 12:00.**+Time Admin is run afterwards.* | 19 Absences are finalized @ 12:00 for B071823 week 2 – *All high exceptions must be cleared & absences approved before 12:00.**+Time Admin is run afterwards.****M073123 – Trial***+ Run & review trial+ Process corrections | 20 ***B071823 – Initial Trial***+ Run & review trial+ Process corrections+ Time Admin run at  12:00 & 3:00 | 21 ***B071823 - 2nd Trial***Last corrections by 2:00TL Last Load @ 5:00.+ Time Admin runs at  12:00 & 3:00Run Reallocation Process.***M073123 - FINAL***Confirm, Distribute & Encumb run. Create ck/adv files | 22  |
| 23  | 24 ***B071823 - FINAL***Confirm, Distribute & Encumb run. Create ck/adv files | 25 Run your final reports for B071823Off-cycle for MF/BF072523 | 26 Absences are finalized @ 12:00 for B080123 week 1 – *All high exceptions must be cleared & absences approved before 12:00.**+Time Admin is run afterwards.*Run your final reports for M073123 | 27  | 28 **Pay Day – B071823**Run Reallocation Process. | 29  |
| 30  | 31  |  |

| [◄ July](#July_2023) | **August 2023** | [September ►](#September_2023" \o "Jump to September) |
| --- | --- | --- |
| **Sun** | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** |
|  |  | 1 **Pay Day – M073123 & MF/BF072523**B080123 – Period ends & paylines are created.Run Leave Accruals | 2 Absences are finalized @ 12:00 for B080123 week 2 – *All high exceptions must be cleared & absences approved before 12:00.**+Time Admin is run afterwards.* | 3 ***B080123 – Initial Trial***+ Run & review trial+ Process corrections+ Time Admin run at  12:00 & 3:00 | 4 ***B080123 - 2nd Trial***Last corrections by 2:00TL Last Load @ 5:00.+ Time Admin runs at  12:00 & 3:00Run Reallocation Process. | 5  |
| 6  | 7 ***B080123 - FINAL***Confirm, Distribute & Encumb run. Create ck/adv filesMonthly Maintenance Encumbrances are run | 8 Run your final reports for B080123Off-cycle for MF/BF080123 | 9 Absences are finalized @ 12:00 for B081523 week 1 – *All high exceptions must be cleared & absences approved before 12:00.**+Time Admin is run afterwards.* | 10  | 11 **Pay Day – B080123**Run Reallocation Process. | 12  |
| 13  | 14  | 15 **Pay Day – MF/BF080123**B081523 – Period ends & paylines are created. | 16 Absences are finalized @ 12:00 for B081523 week 2 – *All high exceptions must be cleared & absences approved before 12:00.**+Time Admin is run afterwards.* | 17 ***B081523 – Initial Trial***+ Run & review trial+ Process corrections+ Time Admin run at  12:00 & 3:00 | 18 ***B081523 - 2nd Trial***Last corrections by 2:00TL Last Load @ 5:00.+ Time Admin runs at  12:00 & 3:00Run Reallocation Process. | 19  |
| 20  | 21 ***B081523 - FINAL***Confirm, Distribute & Encumb run. Create ck/adv filesMonthly Maintenance Encumbrances are run | 22 Run your final reports for B081523M083023 Paylines are created.Absences are finalized @ 12:00 for M083123 approve before 12:00. – *All high exceptions must be cleared & absences approved before 12:00.**+Time Admin is run afterwards.* | 23 Absences are finalized @ 12:00 for B082923 week 1 – *All high exceptions must be cleared & absences approved before 12:00.**+Time Admin is run afterwards.* | 24 ***M083123 – Trial***+ Run & review trial+ Process corrections | 25 **Pay Day – B081523*****M083123 - FINAL***Confirm, Distribute & Encumb run. Create ck/adv filesRun Reallocation Process. | 26  |
| 27  | 28 Run your final reports for M083123Off-cycle for MF/BF082823 | 29 B082923 – Period ends & paylines are created. | 30 Absences are finalized @ 12:00 for B082923 week 2 – *All high exceptions must be cleared & absences approved before 12:00.**+Time Admin is run afterwards.* | 31 B083123 – Period ends & paylines are created.***B082923 – Initial Trial***+ Run & review trial+ Process corrections+ Time Admin run at  12:00 & 3:00 |  |