

2014	DECEMBER						2014
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
Nov 30	1 <u>Last Day Timesheet Entry: Employee/Timekeeper</u> Correct Exceptions Time Admin 10AM & 11PM Create Paysheets Preliminary Calc (No Time) Mail Off-Cycle Checks	2 <u>Last Day Timesheet Entry: Supervisor</u> <u>Last Day NeoGov Entry (Agencies)</u> Correct Exceptions Time Admin 10AM & 11PM Time Load Preliminary Calc Mid-Pay Period HR Change Process (PY042)	3 <u>Last Day Timesheet Entry: Agency Central/Division TL Administrator</u> <u>Last Day HR Entry (Agencies) 4:30PM</u> Correct Exceptions Time Admin 10AM & 11PM Time Load Preliminary Calc Mid-Pay Period HR Change Process (PY042)	4 <u>DoHR/BA CUTOFF DAY</u> NO UPDATES TO JOB DATA (AGENCIES) Time Admin 10AM & 11PM - Last Global Time Admin Issue Lost Checks Time Load 2PM Lockout 4:30PM Preliminary Calc Mid-Pay Period HR Change Process (PY042) 10:45PM	5 <u>DoHR Processing Day</u> NO UPDATES TO JOB DATA (AGENCIES, DoHR, BA) - Lockout in Effect No Global Time Admin Last Ad Hoc Time Admin (DoHR only) Noon Agencies to approve all payable time by 1PM Final Time Load 2PM Preliminary Calc 4:30PM	6 Lockout in Effect No Time Admin	
7 Lockout in Effect No Time Admin	8 <u>Final Calc & Confirm Day</u> NO UPDATES TO JOB DATA (AGENCIES, DoHR, BA) - Lockout in Effect No Time Admin Final Calc Confirm Absence Mgmt Processing	9 <u>Begin Off-Cycle Processing</u> No Time Admin Absence Mgmt Processing & Balance Update	10 <u>Off-Cycle Processing</u> Cutoff for Off-Cycle Actions to DoHR (Agencies) 4:30PM Time Admin 10AM & 11PM	11 <u>Off-Cycle Processing</u> Time Admin 10AM & 11PM Mail On-Cycle Checks	12 <u>Off-Cycle Processing</u> Cutoff for Off-Cycle Actions to PY (DoHR & BA) 10:30AM Time Admin 10AM & 11PM	13 Time Admin 10AM & 11PM	
14 Time Admin 10AM & 11PM	15 <u>PAYDAY</u> Time Admin 10AM & 11PM Confirm Off-Cycle	16	17	18	19	20	

2014	DECEMBER					2014
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
14	15	16 <u>Last Day Timesheet Entry: Employee/Timekeeper</u> <u>Last Day Timesheet Entry: Supervisor</u> <u>Last Day NeoGov Entry (Agencies)</u> Correct Exceptions Time Admin 10AM & 11PM Mail Off-Cycle Checks Create Paysheets Time Load Preliminary Calc Mid-Pay Period HR Change Process (PY042)	17 <u>Last Day Timesheet Entry: Agency Central/Division TL Administrator</u> <u>Last Day HR Entry (Agencies) 4:30PM</u> Correct Exceptions Time Admin 10AM & 11PM Time Load Preliminary Calc Mid-Pay Period HR Change Process (PY042)	18 DoHR/BA CUTOFF DAY NO UPDATES TO JOB DATA (AGENCIES) Time Admin 10AM & 11PM - Last Global Time Admin Issue Lost Checks Time Load 2PM Lockout 4:30PM Preliminary Calc Mid-Pay Period HR Change Process (PY042) 10:45PM	19 <u>DoHR Processing Day</u> NO UPDATES TO JOB DATA (AGENCIES, DoHR, BA) - Lockout in Effect No Global Time Admin Last Ad Hoc Time Admin (DoHR only) Noon Agencies to approve all payable time by 1PM Final Time Load 2PM Preliminary Calc 4:30PM	20 Lockout in Effect No Time Admin
21 Lockout in Effect No Time Admin	22 <u>Final Calc & Confirm Day</u> NO UPDATES TO JOB DATA (AGENCIES, DoHR, BA) - Lockout in Effect No Time Admin Final Calc Confirm Absence Mgmt Processing	23 <u>Begin Off-Cycle Processing</u> Cutoff for Off-Cycle Actions to DoHR (Agencies) 4:30PM No Time Admin Absence Mgmt Processing & Balance Update	24 HOLIDAY Christmas (Observed) Time Admin 10AM & 11PM	25 HOLIDAY Christmas (Observed) Time Admin 10AM & 11PM	26 <u>Off-Cycle Processing</u> Time Admin 10AM & 11PM Mail On-Cycle Checks	27 Time Admin 10AM & 11PM
28 Time Admin 10AM & 11PM	29 <u>Off-Cycle Processing</u> Cutoff for Off-Cycle Actions to PY (DoHR & BA) 10:30AM Time Admin 10AM & 11PM	30 <u>PAYDAY</u> Time Admin 10AM & 11PM Confirm Off-Cycle	31 HOLIDAY New Year's Day (Observed) Time Admin 10AM & 11PM	Jan 01	Jan 02	Jan 03

NOTE: Please note the short On-Cycle and Off-Cycle processing periods due to the holidays.