

2014	JANUARY					2014
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Dec 29	Dec 30	Dec 31	1 HOLIDAY New Year's Day (Observed) Time Admin 10AM & 11PM	2 Last Day Timesheet Entry: Employee/Timekeeper Correct Exceptions Time Admin 10AM & 11PM Create Paysheets Preliminary Calc (No Time) Mail Off-Cycle Checks	3 Last Day NeoGov Entry (Agencies) Correct Exceptions Time Admin 10AM & 11PM Time Load Preliminary Calc Mid-Pay Period HR Change Process (PY042)	4 Time Admin 10AM & 11PM
5 Last Day Timesheet Entry: Supervisor Time Admin 10AM & 11PM	6 Last Day Timesheet Entry: Agency Central/Division TL Administrator Last Day HR Entry (Agencies) 4:30PM Correct Exceptions Time Admin 10AM & 11PM Time Load Preliminary Calc Mid-Pay Period HR Change Process (PY042)	7 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	8 DoHR Processing Day 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	9 Final Calc & Confirm Day NO UPDATES TO JOB DATA (AGENCIES, DoHR, BA) - Lockout in Effect No Time Admin Final Calc Confirm Absence Mgmt Processing	10 Begin Off-Cycle Processing Cutoff for Off-Cycle Actions to DoHR (Agencies) 4:30PM No Time Admin Absence Mgmt Processing & Balance Update	11 Time Admin 10AM & 11PM
12 Time Admin 10AM & 11PM	13 Off-Cycle Processing Time Admin 10AM & 11PM Mail On-Cycle Checks	14 Off-Cycle Processing Cutoff for Off-Cycle Actions to PY (DoHR & BA) 10:30AM Time Admin 10AM & 11PM	15 PAYDAY Time Admin 10AM & 11PM Confirm Off-Cycle	16	17	18

NOTE: Please note the short Off-Cycle processing period.

2014	JANUARY					2014
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
12	13	14	15	16	17	18
				Last Day Timesheet Entry: Employee/Timekeeper Correct Exceptions Time Admin 10AM & 11PM Create Paysheets Preliminary Calc (No Time) Mail Off-Cycle Checks	Last Day NeoGov Entry (Agencies) Correct Exceptions Time Admin 10AM & 11PM Time Load Preliminary Calc Mid-Pay Period HR Change Process (PY042)	Time Admin 10AM & 11PM
19	20	21	22	23	24	25
Last Day Timesheet Entry: Supervisor Time Admin 10AM & 11PM	HOLIDAY Martin Luther King, Jr. Day Time Admin 10AM & 11PM	Last Day Timesheet Entry: Agency Central/Division TL Administrator Last Day HR Entry (Agencies) 4:30PM Correct Exceptions Time Admin 10AM & 11PM Time Load Preliminary Calc Mid-Pay Period HR Change Process (PY042)	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	DoHR Processing Day 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	Final Calc & Confirm Day NO UPDATES TO JOB DATA (AGENCIES, DoHR, BA) - Lockout in Effect No Time Admin Final Calc Confirm Absence Mgmt Processing	No Time Admin Absence Mgmt Processing & Balance Update
26	27	28	29	30	31	Feb 01
Time Admin 10AM & 11PM	Begin Off-Cycle Processing Time Admin 10AM & 11PM	Off-Cycle Processing Cutoff for Off-Cycle Actions to DoHR (Agencies) 4:30PM Time Admin 10AM & 11PM	Off-Cycle Processing Time Admin 10AM & 11PM Mail On-Cycle Checks	Off-Cycle Processing Cutoff for Off-Cycle Actions to PY (DoHR & BA) 10:30AM Time Admin 10AM & 11PM	PAYDAY Time Admin 10AM & 11PM Confirm Off-Cycle	