

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

**NOTES:** Please note the short Off-Cycle processing period.

2014	JUNE					2014
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
15	16	17	18	19	20	21
	<p><b>Last Day Timesheet Entry: Employee/Timekeeper</b></p> <p>Correct Exceptions Time Admin 10AM &amp; 11PM</p> <p>Create Paysheets</p> <p>Preliminary Calc (No Time)</p> <p>Mail Off-Cycle Checks</p>	<p><b>Last Day Timesheet Entry: Supervisor</b></p> <p><b>Last Day NeoGov Entry (Agencies)</b></p> <p>Correct Exceptions Time Admin 10AM &amp; 11PM</p> <p>Time Load Preliminary Calc</p> <p>Mid-Pay Period HR Change Process (PY042)</p>	<p><b>Last Day Timesheet Entry: Agency Central/Division TL Administrator</b></p> <p><b>Last Day HR Entry (Agencies) 4:30PM</b></p> <p>Correct Exceptions Time Admin 10AM &amp; 11PM</p> <p>Time Load Preliminary Calc</p> <p>Mid-Pay Period HR Change Process (PY042)</p>	<p><b>DoHR/BA CUTOFF DAY</b></p> <p><b>NO UPDATES TO JOB DATA (AGENCIES)</b></p> <p>Time Admin 10AM &amp; 11PM - Last Global Time Admin</p> <p>Issue Lost Checks</p> <p>Time Load 2PM <b>Lockout 4:30PM</b> Preliminary Calc</p> <p>Mid-Pay Period HR Change Process (PY042) 10:45PM</p>	<p><b>DoHR Processing Day</b></p> <p><b>NO UPDATES TO JOB DATA (AGENCIES, DoHR, BA) - Lockout in Effect</b></p> <p>No Global Time Admin <b>Last Ad Hoc Time Admin (DoHR only) Noon</b></p> <p><b>Agencies to approve all payable time by 1PM</b></p> <p>Final Time Load 2PM Preliminary Calc 4:30PM</p>	<p><b>Lockout in Effect</b></p> <p>No Time Admin</p>
22	23	24	25	26	27	28
<p><b>Lockout in Effect</b></p> <p>No Time Admin</p>	<p><b>Final Calc &amp; Confirm Day</b></p> <p><b>NO UPDATES TO JOB DATA (AGENCIES, DoHR, BA) - Lockout in Effect</b></p> <p>No Time Admin</p> <p>Final Calc Confirm</p> <p>Absence Mgmt Processing</p>	<p><b>Begin Off-Cycle Processing</b></p> <p>No Time Admin</p> <p>Absence Mgmt Processing &amp; Balance Update</p>	<p><b>Off-Cycle Processing</b></p> <p>Cutoff for Off-Cycle Actions to DoHR (Agencies) 4:30PM</p> <p>Time Admin 10AM &amp; 11PM</p>	<p><b>Off-Cycle Processing</b></p> <p>Time Admin 10AM &amp; 11PM</p> <p>Mail On-Cycle Checks</p>	<p><b>Off-Cycle Processing</b></p> <p>Cutoff for Off-Cycle Actions to PY (DoHR &amp; BA) 10:30AM</p> <p>Time Admin 10AM &amp; 11PM</p>	<p>Time Admin 10AM &amp; 11PM</p>
29	30	Jul 01	Jul 02	Jul 03	Jul 04	Jul 05
<p>Time Admin 10AM &amp; 11PM</p>	<p><b>PAYDAY</b></p> <p>Time Admin 10AM &amp; 11PM</p> <p>Confirm Off-Cycle</p>					