2022	FEBRUARY					2022
Sunday	**Monday**	**Tuesday**	**Wednesday**	**Thursday**	**Friday**	**Saturday**
Jan 30	**Jan 31**	**1** **Last Day Timesheet Entry: Employee/Timekeeper** Correct Exceptions Time Admin 10AM & 11PM Create Paysheets Preliminary Calc (No Time) Mail Off-Cycle Checks	**2** **Last Day Timesheet Entry: Supervisor** Correct Exceptions Time Admin 10AM & 11PM Time Load Preliminary Calc Mid-Pay Period HR Change Process (PY042)	**3** **Last Day Timesheet Entry: Agency Central/Division TL Administrator** **Last Day HR Entry (Agencies) 4:30PM** Correct Exceptions Time Admin 10AM & 11PM Issue Lost Checks Time Load Preliminary Calc Mid-Pay Period HR Change Process (PY042) Preliminary Calc WN (8pm) Mid-Pay Period HR Change Process (PY042) 10:45PM	**4** **DoHR/BA CUTOFF DAY** **NO UPDATES TO JOB DATA (AGENCIES)** **ePAF entry and approval continues** Time Admin 10AM & 11PM - Last Global Time Admin Time Load 2PM **Lockout 4:30PM** Preliminary Calc Mid-Pay Period HR Change Process (PY042) 10:45PM	**5** **Lockout in Effect** No Time Admin
6 **Lockout in Effect** No Time Admin	**7** **DoHR Processing Day** **NO UPDATES TO JOB DATA (AGENCIES, DoHR, BA) - Lockout in Effect** **ePAF entry and approval continues** 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	**8** **Final Calc & Confirm Day** **NO UPDATES TO JOB DATA (AGENCIES, DoHR, BA) - Lockout in Effect** **ePAF entry and approval continues** No Time Admin Final Calc Confirm Absence Mgmt Processing	**9** **Begin Off-Cycle Processing** No Time Admin Absence Mgmt Processing & Balance Update	**10** **Off-Cycle Processing** Cutoff for Off-Cycle Actions to DoHR (Agencies) 4:30PM Time Admin 10AM & 11PM	**11** **Off-Cycle Processing** Time Admin 10AM & 11PM Mail On-Cycle Checks	**12** Time Admin 10AM & 11PM
13 Time Admin 10AM & 11PM	**14** **Off-Cycle Processing** Cutoff for Off-Cycle Actions to PY (DoHR & BA) 10:30AM Time Admin 10AM & 11PM	**15** **PAYDAY** Time Admin 11PM Confirm Off-Cycle	**16**	**17**	**18**	**19**

2022	FEBRUARY					2022
Sunday	**Monday**	**Tuesday**	**Wednesday**	**Thursday**	**Friday**	**Saturday**
13	**14**	**15**	**16** **Last Day Timesheet Entry: Employee/Timekeeper** **Last Day Timesheet Entry: Supervisor** Correct Exceptions Time Admin 10AM & 11PM Create Paysheets **Time Load** **Preliminary Calc** **Mid-Pay Period HR Change Process (PY042)** Mail Off-Cycle Checks	**17** **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) Preliminary Calc WN (8pm) Mid-Pay Period HR Change Process (PY042) 10:45PM	**18** **DoHR/BA CUTOFF DAY** **NO UPDATES TO JOB DATA (AGENCIES)** **ePAF entry and approval continues** Time Admin 10AM & 11PM - Last Global Time Admin Time Load 2PM **Lockout 4:30PM** Preliminary Calc Mid-Pay Period HR Change Process (PY042) 10:45PM	**19** **Lockout in Effect** No Time Admin
20 **Lockout in Effect** No Time Admin	**21** **HOLIDAY** **President's Day** No Time Admin	**22** **DoHR Processing Day** **NO UPDATES TO JOB DATA (AGENCIES, DoHR, BA) - Lockout in Effect** **ePAF entry and approval continues** No Global Time Admin **Last Ad Hoc Time Admin (DoHR only) <u>Noon</u>** Issue Lost Checks **Agencies to approve all payable time by 1PM** Final Time Load 2PM Preliminary Calc	**23** **Final Calc & Confirm Day** **NO UPDATES TO JOB DATA (AGENCIES, DoHR, BA) - Lockout in Effect** **ePAF entry and approval continues** No Time Admin Final Calc Confirm Absence Mgmt Processing	**24** **Begin Off-Cycle Processing** **Cutoff for Off-Cycle Actions to DoHR (Agencies) 4:30PM** **Mail On-Cycle Checks** No Time Admin Absence Mgmt Processing & Balance Update	**25** **Off-Cycle Processing** Cutoff for Off-Cycle Actions to PY (DoHR & BA) 10:30AM Time Admin 10AM & 11PM	**26** Time Admin 10AM & 11PM
27 Time Admin 10AM & 11PM	**28** **PAYDAY** Time Admin 11PM Confirm Off-Cycle	**Mar 01**	**Mar 02**	**Mar 03**	**Mar 04**	**Mar 05**

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