



2022	MARCH					2022
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
13	14	15	16 Correct Exceptions Time Admin 10AM & 11PM  Mail Off-Cycle Checks	17 <u>Last Day Timesheet Entry: Employee/Timekeeper</u> Correct Exceptions Time Admin 10AM & 11PM  Create Paysheets  Preliminary Calc (No Time)	18 <u>Last Day Timesheet Entry: Supervisor</u> Correct Exceptions Time Admin 10AM & 11PM  Time Load Preliminary Calc  Mid-Pay Period HR Change Process (PY042)	19 Time Admin 10AM & 11PM
20 Time Admin 10AM & 11PM	21 <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  Issue Lost Checks  Time Load Preliminary Calc  Mid-Pay Period HR Change Process (PY042)  Preliminary Calc WN (8pm)	22 <u>DoHR/BA CUTOFF DAY</u>  <b>NO UPDATES TO JOB DATA (AGENCIES)</b>  <b>ePAF entry and approval continues</b>  Time Admin 10AM & 11PM - Last Global Time Admin  Time Load 2PM <b>Lockout 4:30PM</b> Preliminary Calc  Mid-Pay Period HR Change Process (PY042) 10:45PM	23 <u>DoHR Processing Day</u>  <b>NO UPDATES TO JOB DATA (AGENCIES, DoHR, BA) - Lockout in Effect</b>  <b>ePAF entry and approval continues</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	24 <u>Final Calc &amp; Confirm Day</u>  <b>NO UPDATES TO JOB DATA (AGENCIES, DoHR, BA) - Lockout in Effect</b>  <b>ePAF entry and approval continues</b>  No Time Admin  Final Calc Confirm  Absence Mgmt Processing	25 <u>Begin Off-Cycle Processing</u>  No Time Admin  Absence Mgmt Processing & Balance Update	26 Time Admin 10AM & 11PM
27 Time Admin 10AM & 11PM	28 <u>Off-Cycle Processing</u>  Cutoff for Off-Cycle Actions to DoHR (Agencies) 4:30PM  Time Admin 10AM & 11PM	29 <u>Off-Cycle Processing</u>  Time Admin 10AM & 11PM  Mail On-Cycle Checks	30 <u>Off-Cycle Processing</u>  Cutoff for Off-Cycle Actions to PY (DoHR & BA) 10:30AM  Time Admin 10AM & 11PM	31 <u>PAYDAY</u>  Time Admin 11PM  Confirm Off-Cycle	Apr 01	Apr 02