Time Admin 10AM & 11PM Create Paysheets Preliminary Calc (No Time) Mail Off-Cycle Checks Preliminary Calc (No Time) Mail Off-Cycle Checks Time Load Process (PY042) Mid-Pay Period HR Change Process (PY042) Preliminary Calc Mid-Pay Period HR Change Process (PY042) Preliminary Calc Mid-Pay Period HR Change Process (PY042) Preliminary Calc WN (8pm) Mid-Pay Period HR Change Process (PY042) Preliminary Calc WN (8pm) Mid-Pay Period HR Change Process (PY042) 10:45PM Mid-Pay Period HR Change Process (PY042) 10:45PM All Dohr Processing Day Final Calc & Confirm Day Final Calc & Confirm Day Final Calc & Confirm Day 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 System Outage Process (PY042) System Outage - Edison Upgrade begins at 5PM Time Load 2PM Lockout 1:30PM Preliminary Calc WN (8pm) Mid-Pay Period HR Change Process (PY042) 10:45PM Time Load Preliminary Calc Mid-Pay Period HR Change Process (PY042) 10:45PM Time Load Preliminary Calc Mid-Pay Period HR Change Process (PY042) 10:45PM Time Load Preliminary Calc Mid-Pay Period HR Change Process (PY042) 10:45PM Time Load Preliminary Calc Mid-Pay Period HR Change Process (PY042) 10:45PM Time Load Preliminary Calc Mid-Pay Period HR Change Process (PY042) 10:45PM Time Load Preliminary Calc Mid-Pay Period HR Change Process (PY042) Preliminary Calc Mid-Pay Period HR Chan	2022	MARCH						
Last Day Timesheet Entry: Employee/Timesheet Entry: Correct Exceptions Time Admin 10AM & 11PM Time Admin 10AM & 11PM Time Admin 10AM & 11PM Administrator Correct Exceptions Time Admin 10AM & 11PM Time Load Preliminary Calc Mid-Pay Period HR Change Process (PY042) No UPDATES TO JOB DATA (AGENCIES, Dotts) DATA (Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
Lockout in Effect No UPDATES TO JOB DATA (AGENCIES, DoHR, BA) - Lockout in Effect System Outage Edison Upgrade Edison Upgrade No Global Time Admin (DoHR only) Noon Agencies to approve all payable time by 1PM Final Time Load 2PM Preliminary Calc 13 Time Admin 10AM & 11PM Deff-Cycle Processing Off-Cycle Processing Off-Cycle Processing Off-Cycle Processing Off-Cycle Processing Off-Cycle Actions to DoHR (Agencies) 4:30PM Absence Mgmt Processing & Balance Update PAF entry and approval continues No Time Admin 10AM & 11PM 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 13 Time Admin 10AM & 11PM Off-Cycle Processing No Time Admin 10AM & 11PM Absence Mgmt Processing Absence Mgmt Processing No Time Admin 10AM & 11PM Absence Mgmt Processing No Time Admin 10AM & 11PM Absence Mgmt Processing No Time Admin 10AM & 11PM Absence Mgmt Processing Time Admin 10AM & 11PM Absence Mgmt Processing No Time Admin 10AM & 11PM Time Admin 10AM & 11PM Absence Mgmt Processing No Time Admin 10AM & 11PM Time Admin 10AM & 11PM Absence Mgmt Processing No Time Admin 10AM & 11PM Tim			1 Last Day Timesheet Entry: Employee/Timekeeper Correct Exceptions Time Admin 10AM & 11PM Create Paysheets Preliminary Calc (No Time)	2 Last Day Timesheet Entry: Supervisor Correct Exceptions Time Admin 10AM & 11PM Time Load Preliminary Calc Mid-Pay Period HR Change	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	A DoHR/BA CUTOFF DAY NO UPDATES TO JOB DATA (AGENCIES) ePAF entry and approval continues Time Admin 10AM - Last Global Time Admin Time Load 2PM Lockout 4:30PM Preliminary Calc Mid-Pay Period HR Change Process (PY042) System Outage - Edison	5 Lockout in	
Time Admin 10AM & 11PM Cutoff for Off-Cycle Actions to PY (DoHR & BA) 10:30AM Confirm Off-Cycle	Lockout in Effect No Time Admin System Outage	DoHR Processing Day NO UPDATES TO JOB DATA (AGENCIES, DOHR, BA) - Lockout in Effect PAF 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	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	Begin Off-Cycle Processing No Time Admin Absence Mgmt Processing & Balance Update	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		
	Time Admin	Off-Cycle Processing Cutoff for Off-Cycle Actions to PY (DoHR & BA) 10:30AM	PAYDAY Time Admin 11PM	16	17	18	19	

Admin will not run.

2022	MARCH							
Sunday 13	Monday 14	Tuesday 15	Wednesday 16	Thursday 17	Friday 18	Saturday 19		
13	14	15	Correct Exceptions Time Admin 10AM & 11PM	••	Last Day Timesheet Entry: Supervisor			
			Mail Off-Cycle Checks	Correct Exceptions Time Admin 10AM & 11PM	Correct Exceptions Time Admin 10AM & 11PM			
					Time Load Preliminary Calc			
				Preliminary Calc (No Time)	Mid-Pay Period HR Change Process (PY042)			
20	21	22	23	24	25	26		
Time Admin	Last Day Timesheet Entry:		DoHR Processing Day	Final Calc & Confirm Day	Begin Off-Cycle	Time Admin		
10AM & 11PM	Agency Central/Division TL Administrator Last Day HR Entry	NO UPDATES TO JOB DATA (AGENCIES)	NO UPDATES TO JOB DATA (AGENCIES, DoHR, BA) - Lockout in Effect	NO UPDATES TO JOB DATA (AGENCIES, DoHR, BA) - Lockout in Effect	Processing No Time Admin	10AM & 11PM		
	(Agencies) 4:30PM Correct Exceptions	ePAF entry and approval continues	ePAF entry and approval continues	ePAF entry and approval continues	Absence Mgmt Processing & Balance Update			
	Time Admin 10AM & 11PM Issue Lost Checks	Time Admin 10AM & 11PM - Last Global Time Admin	No Global Time Admin	No Time Admin				
	Time Load	Time Load 2PM Lockout 4:30PM	(DoHR only) <u>Noon</u>	Final Calc Confirm				
		Preliminary Calc	Agencies to approve all payable time by 1PM	Absence Mgmt Processing				
	Mid-Pay Period HR Change Process (PY042)	Mid-Pay Period HR Change Process (PY042) 10:45PM	Final Time Load 2PM Preliminary Calc					
	Preliminary Calc WN (8pm)		,					
27 Time Admin 10AM & 11PM	28 Off-Cycle Processing	29 Off-Cycle Processing	30 Off-Cycle Processing	31 PAYDAY	Apr 01	Apr 02		
1.07 W. G. 1 11 W.	Cutoff for Off-Cycle Actions to DoHR (Agencies) 4:30PM	Time Admin 10AM & 11PM	Cutoff for Off-Cycle Actions to PY (DoHR & BA)	Time Admin 11PM				
		Mail On-Cycle Checks	10:30AM	Confirm Off-Cycle				
			Time Admin 10AM & 11PM					