

January 2012

HR Processing Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday																																																																																																		
1	2 NEW YEAR'S HOLIDAY	3 HOLIDAY	4 Nn/Nt: Derr/Dcon/Rextrct ADJ01 (R01-R02) Nt: Hr/Rs/Dov/Prf/Lv/Clc	5 9 am Validate Feed File (GI) Adj Pulls to SW by 11:30 am Nn/Nt: Derr/Dcon/Rextrct Nt: Hr/Rs/Dov/Prf/Lv/Clc/MTF	6 Adj Pulls to SW by 11:30 am Nn: Derr/Dcon/Rextrct/Prf/Lv/Clc	7 RUN R01 & REPORTS																																																																																																		
No Further LR Entry for 2011 Until W-2 Processing Completed			LRGP Refresh		No R01 Adjustment Entry																																																																																																			
8	9 CY11 W2_1 ADJ Run (2011 R01-R26 & R03 (if needed)) (No LR's) Use 12/31/11 history/posting override date Monthly Error Rpts	10 Fin Aid Feed - No R26 Adj Entry until 10 am Adj Pulls to SW by 11:30 am R01 Pulls to SW by Noon W2 Balancing ADJ02 (R01-R02)	11 Adj Pulls to SW by 11:30 am CY11 W2_2 ADJ Run (2011 R01-R26) (No LR's) Use 12/31/11 history/posting override date	12 W2 Balancing ADJ03 (R01-R02) Staff Step Fut Rec Updates	13 Adj Pulls to SW by 11:30 am Run Intl Phptime R02 - Start @ Noon Nt Derr/Dcon/Rextrct No R02 Time Entry Until Notification Sent from SYHR R01 PAYDAY	14 R02 PP END Nn/Nt: Derr/Dcon/Rextrct																																																																																																		
15	16 MARTIN LUTHER KING, JR DAY IN CELEBRATION OF ALASKA CIVIL RIGHTS HOLIDAY - UA OFFICES CLOSED	17 Nn/Nt: Derr/Dcon/Rextrct CY11 W2_3 ADJ Run (2011 R01, R03 & R23-R26) (No LR's) Use 12/31/11 history/posting override date	18 W2 Balancing Nn/Nt: Derr/Dcon/Rextrct CY11 Quarter 4 Processing ADJ04 (R01-R03) CY11 W2_4 ADJ Run (2011 R26) (No LR's) Use 12/31/11 history/posting override date Nt: Hr/Rs/Dov/Prf/Lv/Clc	19 9 am Validate Feed File (GI) Adj Pulls to SW by 11:30 am W2 Balancing Nn/Nt: Derr/Dcon/Rextrct Nt: Hr/Rs/Dov/Prf/Lv/Clc/MTF	20 Nn: Derr/Dcon/Rextrct/Prf/Lv/Clc	21 RUN R02 & REPORTS																																																																																																		
				No R02 Adjustment or LR Entry																																																																																																				
22	23 Annual Leave Usage Email	24 R02 Pulls to SW by Noon ADJ05 (R01-R03) 2011 W-2 Processing (Online Enabled)	25 Adj Pulls to SW by 11:30 am	26 ADJ06 (R01-R03)	27 Fin Aid Feed - No R01-R02 Adj Entry until 10 am Adj Pulls to SW by 11:30 am R02 PAYDAY	28 R03 PP END																																																																																																		
Student Eligibility Report																																																																																																								
29	30 Run Intl Phptime R03 Nn/Nt: Derr/Dcon/Rextrct ADJ07 (R01-R04)	31 Adj Pulls to SW by 11:30 am Nn/Nt: Derr/Dcon/Rextrct Month End Processing																																																																																																						
Student Eligibility Report			<table border="1" style="font-size: small; border-collapse: collapse;"> <tr><td colspan="7" style="text-align: center;">December 11</td></tr> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td></tr> </table>		December 11							S	M	T	W	T	F	S					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	<table border="1" style="font-size: small; border-collapse: collapse;"> <tr><td colspan="7" style="text-align: center;">February 12</td></tr> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td></td><td></td></tr> </table>		February 12							S	M	T	W	T	F	S					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29		
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February 2012

HR Processing Calendar

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			1 Nn/Nt: Derr/Dcon/Rextrct ADJ08 (R01-R04) Nt: Hr/Rs/Dov/Prf/Lv/Clc	2 9 am Validate Feed File (GI) Adj Pulls to SW by 11:30 am Nn/Nt: Derr/Dcon/Rextrct Nt: Hr/Rs/Dov/Prf/Lv/Clc/ MTF <div style="border: 1px solid black; padding: 2px; text-align: center;">No R03 Adjustment or LR Entry</div>	3 Nn: Derr/Dcon/Rextrct/Prf/ Lv/Clc	4 RUN R03 & REPORTS																																																																																																		
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5	6 Monthly Error Rpts	7 R03 Pulls to SW by Noon ADJ09 (R01-R04)	8 Adj Pulls to SW by 11:30 am	9 ADJ10_a (CY11 LRs R15-R26) & ADJ10 (CY12 R01-R04) <div style="border: 1px solid black; padding: 2px; text-align: center;">No R15-R26 Adjs</div>	10 Adj Pulls to SW by 11:30 am R03 PAYDAY <div style="border: 1px solid black; padding: 2px; text-align: center;">On-Call Helpline Closed</div>	11 R04 PP END																																																																																																		
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12	13 Run Intl Phptime R04 Nn/Nt: Derr/Dcon/Rextrct ADJ11 (R02-R05)	14 Adj Pulls to SW by 11:30 am Nn/Nt: Derr/Dcon/Rextrct	15 Nn/Nt: Derr/Dcon/Rextrct ADJ12 (R01-R05) Nt: Hr/Rs/Dov/Prf/Lv/Clc	16 9 am Validate Feed File (GI) Adj Pulls to SW by 11:30 am Nn/Nt: Derr/Dcon/Rextrct Nt: Hr/Rs/Dov/Prf/Lv/Clc/ MTF <div style="border: 1px solid black; padding: 2px; text-align: center;">No R04 Adjustment or LR Entry</div>	17 Nn: Derr/Dcon/Rextrct/Prf/ Lv/Clc	18 RUN R04 & REPORTS Annual Leave Roll																																																																																																		
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19	20	21 R04 Pulls to SW by Noon ADJ13 (R02-R05)	22 Adj Pulls to SW by 11:30 am Regional CY2008 W-2c Info to SW	23 ADJ14 (R02-R05)	24 Fin Aid Feed - No R03-R04 Adj Entry until 10 am Adj Pulls to SW by 11:30 am R04 PAYDAY 1042s Processing	25 R05 PP END																																																																																																		
26	27 Run Intl Phptime R05 Nn/Nt: Derr/Dcon/Rextrct ADJ15 (R03-R06)	28 Adj Pulls to SW by 11:30 am Nn/Nt: Derr/Dcon/Rextrct	29 Nn/Nt: Derr/Dcon/Rextrct ADJ16 (R01-R06) Nt: Hr/Rs/Dov/Prf/Lv/Clc	<div style="display: flex; justify-content: space-around; margin-bottom: 10px;"> <table border="1" style="font-size: 8px; border-collapse: collapse;"> <thead> <tr><th colspan="7">January</th></tr> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td><td></td></tr> </tbody> </table> <table border="1" style="font-size: 8px; border-collapse: collapse;"> <thead> <tr><th colspan="7">March</th></tr> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td></td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td></tr> </tbody> </table> </div>		January							S	M	T	W	T	F	S	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					March							S	M	T	W	T	F	S						1	2		4	5	6	7	8	9	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
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4	5 Monthly Error Rpts	6 R05 Pulls to SW by Noon ADJ17 (R03-R06)	7 Adj Pulls to SW by 11:30 am	8 ADJ18 (R03-R06) 1042 Forms Due to Be Mailed	9 Run Intl Phptime R06 Adj Pulls to SW by 11:30 am Nn/Nt: Derr/Dcon/Rextrect R05 PAYDAY	10 R06 PP END																																																																																				
11	12 Nn/Nt: Derr/Dcon/Rextrect ADJ19 (R04-R07)	13 Adj Pulls to SW by 11:30 am Nn/Nt: Derr/Dcon/Rextrect Nt: Hr/Rs/Dov/Prf/Lv/Clc	14 9 am Validate Feed File (GI) Nn/Nt: Derr/Dcon/Rextrect ADJ20 (R01-R05 & R07) Nt: Hr/Rs/Dov/Prf/Lv/Clc/ MTF	15 Adj Pulls to SW by 11:30 am Nn: Derr/Dcon/Rextrect/Prf/ Lv/Clc <div style="border: 1px solid black; padding: 2px; text-align: center;">No R06 Adjustment or LR Entry</div>	16 SPRING RECESS HOLIDAY	17 RUN R06 & REPORTS																																																																																				
18	19	20 R06 Pulls to SW by Noon ADJ21 (R04-R07)	21 Adj Pulls to SW by 11:30 am	22 ADJ22 a (CY11 LRs R15-R26) & ADJ22 (CY12 R04-R07) <div style="border: 1px solid black; padding: 2px; text-align: center;">No R15-R26 Adjs</div>	23 Fin Aid Feed - No R05-R06 Adj Entry until 10 am Adj Pulls to SW by 11:30 am R06 PAYDAY	24 R07 PP END																																																																																				
25	26 Run Intl Phptime R07 Nn/Nt: Derr/Dcon/Rextrect ADJ23 (R05-R08)	27 Adj Pulls to SW by 11:30 am Nn/Nt: Derr/Dcon/Rextrect	28 Nn/Nt: Derr/Dcon/Rextrect ADJ24 (R01-R08) Nt: Hr/Rs/Dov/Prf/Lv/Clc	29 9 am Validate Feed File (GI) Adj Pulls to SW by 11:30 am W2 Balancing Nn/Nt: Derr/Dcon/Rextrect Nt: Hr/Rs/Dov/Prf/Lv/Clc/ MTF <div style="border: 1px solid black; padding: 2px; text-align: center;">No R07 Adjustment or LR Entry</div>	30 Nn: Derr/Dcon/Rextrect/Prf/ Lv/Clc	31 RUN R07 & REPORTS																																																																																				

April 2012

HR Processing Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 Month End Processing Quarter 1 Processing	3 R07 Pulls to SW by Noon ADJ25 (R05-R08)	4 Adj Pulls to SW by 11:30 am	5 ADJ26 (R05-R08)	6 Adj Pulls to SW by 11:30 am R07 PAYDAY	7 R08 PP END
8	9 Run Intl Phptime R08 Nn/Nt: Derr/Dcon/Rextrct ADJ27 (R06-R09)	10 Adj Pulls to SW by 11:30 am Nn/Nt: Derr/Dcon/Rextrct	11 Nn/Nt: Derr/Dcon/Rextrct ADJ28 (R01-R09) Nt: Hr/Rs/Dov/Prf/Lv/Clc	12 9 am Validate Feed File (GI) Adj Pulls to SW by 11:30 am Nn/Nt: Derr/Dcon/Rextrct Nt: Hr/Rs/Dov/Prf/Lv/Clc/ MTF <div style="border: 1px solid black; padding: 2px; text-align: center; margin-top: 5px;">No R08 Adjustment or LR Entry</div>	13 Nn: Derr/Dcon/Rextrct/Prf/ Lv/Clc	14 RUN R08 & REPORTS
15	16 <div style="border: 1px solid black; padding: 2px; text-align: center;">Open Enrollment Begins</div> Monthly Error Rpts	17 R08 Pulls to SW by Noon ADJ29 (R06-R09)	18 Adj Pulls to SW by 11:30 am	19 ADJ30_a (CY11 LRs R15-R26) & ADJ30 (CY12 R06-R09) <div style="border: 1px solid black; padding: 2px; text-align: center; margin-top: 5px;">No R15-R26 Adjs</div>	20 <div style="border: 1px solid black; padding: 2px; text-align: center;">Fin Aid Feed - No R07-R08 Adj/LR Entry until 10 am</div> Adj Pulls to SW by 11:30 am R08 PAYDAY	21 R09 PP END
22	23 Run Intl Phptime R09 Nn/Nt: Derr/Dcon/Rextrct ADJ31 (R07-R10)	24 Adj Pulls to SW by 11:30 am Nn/Nt: Derr/Dcon/Rextrct	25 Nn/Nt: Derr/Dcon/Rextrct ADJ32 (R01-R10) Nt: Hr/Rs/Dov/Prf/Lv/Clc	26 9 am Validate Feed File (GI) Adj Pulls to SW by 11:30 am Nn/Nt: Derr/Dcon/Rextrct Nt: Hr/Rs/Dov/Prf/Lv/Clc/ MTF <div style="border: 1px solid black; padding: 2px; text-align: center; margin-top: 5px;">No R09 Adjustment or LR Entry</div>	27 FY13 Salary Schedule Roll Nn: Derr/Dcon/Rextrct/Prf/ Lv/Clc	28 RUN R09 & REPORTS
29	30 Month End Processing					

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May 2012

HR Processing Calendar

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		1 R09 Pulls to SW by Noon ADJ33 (R07-R10)	2 Adj Pulls to SW by 11:30 am	3 ADJ34 (R07-R10)	4 Adj Pulls to SW by 11:30 am R09 PAYDAY	5 R10 PP END																																																																																																	
6	7 Run Intl Phptime R10 Nn/Nt: Derr/Dcon/Rextrct ADJ35 (R08-R11)	8 Adj Pulls to SW by 11:30 am Nn/Nt: Derr/Dcon/Rextrct	9 Nn/Nt: Derr/Dcon/Rextrct ADJ36 (R01-R11) Nt: Hr/Rs/Dov/Prf/Lv/Clc	10 9 am Validate Feed File (GI) Adj Pulls to SW by 11:30 am Nn/Nt: Derr/Dcon/Rextrct Nt: Hr/Rs/Dov/Prf/Lv/Clc/ MTF <div style="border: 1px solid black; padding: 2px; text-align: center;">No R10 Adjustment or LR Entry</div>	11 Nn: Derr/Dcon/Rextrct/Prf/ Lv/Clc	12 RUN R10 & REPORTS																																																																																																	
13	14 Monthly Error Rpts PHL Usage Email	15 R10 Pulls to SW by Noon ADJ37 (R08-R11) Open Enrollment Selection Period Ends	16 Adj Pulls to SW by 11:30 am	17 ADJ38_a (CY11 LRs R15-R26) & ADJ38 (CY12 R08-R11) <div style="border: 1px solid black; padding: 2px; text-align: center;">No R15-R26 Adjs</div>	18 Fin Aid Feed - No R09-R10 Adj/LR Entry until 10 am Adj Pulls to SW by 11:30 am R10 PAYDAY	19 R11 PP END																																																																																																	
20	21 Run Intl Phptime R11 Nn/Nt: Derr/Dcon/Rextrct ADJ39 (R09-R12)	22 Adj Pulls to SW by 11:30 am Nn/Nt: Derr/Dcon/Rextrct	23 Nn/Nt: Derr/Dcon/Rextrct ADJ40 (R01-R12) Nt: Hr/Rs/Dov/Prf/Lv/Clc	24 9 am Validate Feed File (GI) Adj Pulls to SW by 11:30 am Nn/Nt: Derr/Dcon/Rextrct Nt: Hr/Rs/Dov/Prf/Lv/Clc/MTF Regional CY2009-2011 W-2c Info to SW <div style="border: 1px solid black; padding: 2px; text-align: center;">No R11 Adjustment or LR Entry</div>	25 Nn: Derr/Dcon/Rextrct/Prf/ Lv/Clc	26 RUN R11 & REPORTS																																																																																																	
27	28 MEMORIAL DAY HOLIDAY	29 R11 Pulls to SW by Noon ADJ41 (R09-R12)	30 Adj Pulls to SW by 11:30 am	31 Open Enrollment Non- Health Care Entry Deadline ADJ42 (R09-R12)	<table border="1" style="font-size: 8px; border-collapse: collapse;"> <tr><th colspan="7">April</th></tr> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td></td><td></td><td></td><td></td><td></td></tr> </table> <table border="1" style="font-size: 8px; border-collapse: collapse;"> <tr><th colspan="7">June</th></tr> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1 2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> </table>	April							S	M	T	W	T	F	S	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30						June							S	M	T	W	T	F	S							1 2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
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June 2012

HR Processing Calendar

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Banner PROD Upgrade - 8.6 & 8.7	Begin OE Health Care Entry Run Intl Phptime R12 Nn/Nt: Derr/Dcon/Rextrct ADJ43 (R10-R13) <div style="border: 1px solid black; text-align: center; padding: 2px;">LRGP Refresh</div>	Adj Pulls to SW by 11:30 am Nn/Nt: Derr/Dcon/Rextrct	Nn/Nt: Derr/Dcon/Rextrct ADJ44 (R01-R13) Nt: Hr/Rs/Dov/Prf/Lv/Clc	9 am Validate Feed File (GI) Adj Pulls to SW by 11:30 am Nn/Nt: Derr/Dcon/Rextrct Nt: Hr/Rs/Dov/Prf/Lv/Clc/MTF	Nn: Derr/Dcon/Rextrct/Prf/Lv/Clc	RUN R12 & REPORTS																																																																																																		
	<div style="border: 1px solid black; text-align: center; padding: 2px;">No R12 Adjustment or LR Entry</div>			<div style="border: 1px solid black; text-align: center; padding: 2px;">No R12 Adjustment or LR Entry</div>																																																																																																				
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	Monthly Error Rpts	R12 Pulls to SW by Noon ADJ45 (R10-R13)	Adj Pulls to SW by 11:30 am	Last LR Run for CY11 Preliminary FY13 Job Roll Reports Available ADJ46_a (CY11 LRs R15-R26) & ADJ46 (CY12 R10-R13) <div style="border: 1px solid black; text-align: center; padding: 2px;">No R15-R26 ADJ's</div>	Fin Aid Feed - No R11-R12 Adj/LR Entry until 10 am Adj Pulls to SW by 11:30 am OE Health Care Data Entry Deadline R12 PAYDAY	R13 PP END																																																																																																		
				<div style="border: 1px solid black; text-align: center; padding: 2px;">No R13 Adjustment or LR Entry</div>																																																																																																				
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FY13 Deduction Start	Run Intl Phptime R13 Nn/Nt: Derr/Dcon/Rextrct ADJ47 (R11-R14)	Adj Pulls to SW by 11:30 am Nn/Nt: Derr/Dcon/Rextrct	Nn/Nt: Derr/Dcon/Rextrct ADJ48 (R01-R14) Nt: Hr/Rs/Dov/Prf/Lv/Clc	Limited Personnel Data Entry FY13 Job Roll (for ECLsS with pay increases) 9 am Validate Feed File (GI) Adj Pulls to SW by 11:30 am Nn/Nt: Derr/Dcon/Rextrct Nt: Hr/Rs/Dov/Prf/Lv/Clc/MTF <div style="border: 1px solid black; text-align: center; padding: 2px;">No R13 Adjustment or LR Entry</div>	Restricted Personnel Data Entry FY13 Job Roll (for ECLsS without pay increases) Nn: Derr/Dcon/Rextrct/Prf/Lv/Clc	RUN R13 & REPORTS																																																																																																		
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	Prior FY Voided Checks to SW	FY13 Future Job Change Rpts R13 Pulls to SW by Noon ADJ49 (FY12, R11-R14)	Adj Pulls to SW by 11:30 am No NBAPOSN/PBUD Entry FY13 Budget Roll to Zero FY13 Wrking Bdgt Load	No NBAPOSN/PBUD Entry Run Intl Phptime R14 Nn/Nt: Derr/Dcon/Rextrct ADJ50 (FY12, R11-14) <div style="border: 1px solid black; text-align: center; padding: 2px;">No R01-R10 Adj Entry (LR Entry Only)</div>	Adj Pulls to SW by 11:30 am No NBAPOSN/PBUD Entry FY13 Budget Activation Month End Processing Quarter 2 Processing W2 Balancing Nn/Nt: Derr/Dcon/Rextrct R13 PAYDAY <div style="border: 1px solid black; text-align: center; padding: 2px;">No R13-R14 Payroll Adj or LR Entry Allowed</div>	Last Day for FY12 Personal Holiday Use R14 PP END Nn/Nt: Derr/Dcon/Rextrct																																																																																																		

July 2012

HR Processing Calendar

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1 FY13 Salary Chg Start	2 Nn/Nt: Derr/Dcon/Rextrct FY13 SB/Ret Rate Updates ADJ51 (FY13, R15 @ SB FY13) FY12 SB/Ret Rate Updates Nt: Hr/Rs/Dov/Prf/Lv/Clc	3 9 am Validate Feed File (GI) Adj Pulls to SW by 11:30 am Nn/Nt: Derr/Dcon/Rextrct Nt: Hr/Rs/Dov/Prf/Lv/Clc/ MTF	4 INDEPENDENCE DAY HOLIDAY	5 HOLIDAY	6 Nn: Derr/Dcon/Rextrct/Prf/ Lv/Clc	7 RUN R14 & REPORTS FY12 SB Rates																																																																																																		
No R13-R14 Payroll Adj or LR Entry Allowed																																																																																																								
8	9 Fin Aid Feed - No R13-R14 Adj Entry Until 10 am Restricted Personnel Data Entry L6070 Leave Bank Update Rpts & JV Prep FY13 Fut Job Recs Update FY13 SB/Ret Rate Updates ADJ52 (FY13, R15 @ SB FY13) No R13-R14 LR Entry	10 Adj Pulls to SW by 11:30 am R14 Pulls to SW by Noon	11 FINAL FY12 Payroll Adj & LR Run Adj Pulls to SW by 11:30 am ADJ53 (R01-R14 Payroll Adjs & LRs @SB FY12) Use 6/30/12 post date - Start @ 5pm	12 Adj Pulls to SW by 11:30 am ADJ54 (FY13, R15 @ SB FY13)	13 Adj Pulls to SW by 11:30 am R14 PAYDAY	14 R15 PP END																																																																																																		
15 First Day for FY13 Pers- onal Holiday Use	16 Run Intl Phptime R15 Nn/Nt: Derr/Dcon/Rextrct Monthly Error Rpts ADJ55 (FY13, R15-R16)	17 Adj Pulls to SW by 11:30 am Nn/Nt: Derr/Dcon/Rextrct <u>FY13 Personal Holiday</u> <u>Leave Accrual</u>	18 Nn/Nt: Derr/Dcon/Rextrct ADJ56 (FY13, R15-R16) Nt: Hr/Rs/Dov/Prf/Lv/Clc	19 9 am Validate Feed File (GI) Adj Pulls to SW by 11:30 am Nn/Nt: Derr/Dcon/Rextrct Nt: Hr/Rs/Dov/Prf/Lv/Clc/ MTF	20 Nn: Derr/Dcon/Rextrct/Prf/ Lv/Clc FY12 Finance Close	21 RUN R15 & REPORTS																																																																																																		
No R15 Adjustment or LR Entry																																																																																																								
22	23	24 R15 Pulls to SW by Noon ADJ57 (FY13, R15-R16)	25 Adj Pulls to SW by 11:30 am	26 ADJ58 (FY13, R15-R16 & FY12, R01-R14 Pay- roll Adjs Only)	27 Adj Pulls to SW by 11:30 am R15 PAYDAY	28 R16 PP END																																																																																																		
No R01-R14 LRs																																																																																																								
29	30 Run Intl Phptime R16 Nn/Nt: Derr/Dcon/Rextrct ADJ59 (R15-R17)	31 Adj Pulls to SW by 11:30 am Month End Processing Nn/Nt: Derr/Dcon/Rextrct	<table border="1" style="margin: auto; border-collapse: collapse;"> <tr><th colspan="7">June</th></tr> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> </table> <table border="1" style="margin: auto; border-collapse: collapse;"> <tr><th colspan="7">August</th></tr> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td></tr> </table>				June							S	M	T	W	T	F	S						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	August							S	M	T	W	T	F	S					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
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August 2012

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5	6 Monthly Error Rpts	7 R16 Pulls to SW by Noon ADJ61 (R15-R17)	8 Adj Pulls to SW by 11:30 am	9 ADJ62 (R15-R17)	10 <div style="border: 1px solid black; padding: 2px; text-align: center;">Fin Aid Feed - No R15-R16 Adj/LR Entry until 10 am</div> Adj Pulls to SW by 11:30 am R16 PAYDAY	11 R17 PP END																																																																																																									
12	13 Run Intl Phptime R17 Nn/Nt: Derr/Dcon/Rextrct ADJ63 (R15-R18)	14 Adj Pulls to SW by 11:30 am Nn/Nt: Derr/Dcon/Rextrct	15 Nn/Nt: Derr/Dcon/Rextrct ADJ64 (R15-R18) Nt: Hr/Rs/Dov/Prf/Lv/Clc	16 9 am Validate Feed File (GI) Adj Pulls to SW by 11:30 am Nn/Nt: Derr/Dcon/Rextrct Nt: Hr/Rs/Dov/Prf/Lv/Clc/ MTF <div style="border: 1px solid black; padding: 2px; text-align: center;">No R17 Adjustment or LR Entry</div>	17 Nn: Derr/Dcon/Rextrct/Prf/ Lv/Clc	18 RUN R17 & REPORTS																																																																																																									
19	20	21 ADJ65 (R15-R18) R17 Pulls to SW by Noon	22 Adj Pulls to SW by 11:30 am	23 ADJ66 (CY12 R01-R14 Adjs & CY12 R15-R18) <div style="border: 1px solid black; padding: 2px; text-align: center;">No R01-R14 LRs</div>	24 Adj Pulls to SW by 11:30 am R17 PAYDAY	25 R18 PP END																																																																																																									
26	27 Run Intl Phptime R18 Nn/Nt: Derr/Dcon/Rextrct ADJ67 (R16-R19)	28 Adj Pulls to SW by 11:30 am Nn/Nt: Derr/Dcon/Rextrct	29 Nn/Nt: Derr/Dcon/Rextrct ADJ68 (R15-R19) Nt: Hr/Rs/Dov/Prf/Lv/Clc	30 9 am Validate Feed File (GI) Adj Pulls to SW by 11:30 am Nn/Nt: Derr/Dcon/Rextrct Nt: Hr/Rs/Dov/Prf/Lv/Clc/MTF Month End Processing <div style="border: 1px solid black; padding: 2px; text-align: center;">No R18 Adjustment or LR Entry</div>	31 Nn: Derr/Dcon/Rextrct/Prf/ Lv/Clc																																																																																																										
Student Eligibility Report																																																																																																															

September 2012

HR Processing Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1 RUN R18 & REPORTS
2	3 LABOR DAY HOLIDAY	4 R18 Pulls to SW by Noon ADJ69 (R16-R19)	5 Adj Pulls to SW by 11:30 am	6 ADJ70 (R16-R19)	7 Fin Aid Feed - No R17-R18 Adj/LR Entry until 10 am Adj Pulls to SW by 11:30 am R18 PAYDAY	8 R19 PP END
Student Eligibility Report						
9	10 Run Intl Phptime R19 Nn/Nt: Derr/Dcon/Rextrct ADJ71 (R17-R20)	11 Adj Pulls to SW by 11:30 am Nn/Nt: Derr/Dcon/Rextrct	12 Nn/Nt: Derr/Dcon/Rextrct ADJ72 (R15-R20) Nt: Hr/Rs/Dov/Prf/Lv/Clc	13 9 am Validate Feed File (GI) Adj Pulls to SW by 11:30 am Nn/Nt: Derr/Dcon/Rextrct Nt: Hr/Rs/Dov/Prf/Lv/Clc/MTF <div style="border: 1px solid black; padding: 2px; text-align: center;">No R19 Adjustment or LR Entry</div>	14 Nn: Derr/Dcon/Rextrct/Prf/ Lv/Clc	15 RUN R19 & REPORTS
Student Eligibility Report						
16	17 Monthly Error Rpts	18 R19 Pulls to SW by Noon ADJ73 (R17-R20)	19 Adj Pulls to SW by 11:30 am	20 ADJ74 (CY12 R01-R14 Adjs & CY12 R17-R20) <div style="border: 1px solid black; padding: 2px; text-align: center;">No R01-R14 LRs</div>	21 Adj Pulls to SW by 11:30 am R19 PAYDAY Regional CY2009-2011 W-2c Info to SW	22 R20 PP END
Student Eligibility Report						
23	24 Run Intl Phptime R20 Nn/Nt: Derr/Dcon/Rextrct ADJ75 (R18-R21)	25 Adj Pulls to SW by 11:30 am Nn/Nt: Derr/Dcon/Rextrct	26 Nn/Nt: Derr/Dcon/Rextrct ADJ76 (R15-R21) Nt: Hr/Rs/Dov/Prf/Lv/Clc	27 9 am Validate Feed File (GI) Adj Pulls to SW by 11:30 am W2 Balancing Nn/Nt: Derr/Dcon/Rextrct Nt: Hr/Rs/Dov/Prf/Lv/Clc/MTF <div style="border: 1px solid black; padding: 2px; text-align: center;">No R20 Adjustment or LR Entry</div>	28 Nn: Derr/Dcon/Rextrct/Prf/ Lv/Clc	29 RUN R20 & REPORTS
30						

August

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October 2012

HR Processing Calendar

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	1 Month End Processing Quarter 3 Processing	2 R20 Pulls to SW by Noon ADJ77 (R18-R21)	3 Adj Pulls to SW by 11:30 am	4 ADJ78 (R18-R21)	5 Adj Pulls to SW by 11:30 am R20 PAYDAY	6 R21 PP END																																																																																																									
7	8 Run Intl Phptime R21 Nn/Nt: Derr/Dcon/Rextrct ADJ79 (R19-R22)	9 Adj Pulls to SW by 11:30 am Nn/Nt: Derr/Dcon/Rextrct UAFT Leave Bank Update	10 Nn/Nt: Derr/Dcon/Rextrct ADJ80 (R15-R22) Nt: Hr/Rs/Dov/Prf/Lv/Clc	11 9 am Validate Feed File (GI) Adj Pulls to SW by 11:30 am Nn/Nt: Derr/Dcon/Rextrct Nt: Hr/Rs/Dov/Prf/Lv/Clc/ MTF <div style="border: 1px solid black; padding: 2px; text-align: center;">No R21 Adjustment or LR Entry</div>	12 Nn: Derr/Dcon/Rextrct/Prf/ Lv/Clc	13 RUN R21 & REPORTS																																																																																																									
14	15 Monthly Error Rpts	16 R21 Pulls to SW by Noon ADJ81 (R19-R22)	17 Adj Pulls to SW by 11:30 am	18 ADJ82 (CY12 R01-R14 Adjs & CY12 R19-R22) <div style="border: 1px solid black; padding: 2px; text-align: center;">No R01-R14 LRs</div>	19 Fin Aid Feed - No R19-R21 Adj/LR Entry until 10 am Adj Pulls to SW by 11:30 am Prelim L6070 Step Rpts R21 PAYDAY	20 R22 PP END																																																																																																									
21	22 Run Intl Phptime R22 Nn/Nt: Derr/Dcon/Rextrct ADJ83 (R20-R23)	23 Adj Pulls to SW by 11:30 am Nn/Nt: Derr/Dcon/Rextrct	24 Nn/Nt: Derr/Dcon/Rextrct ADJ84 (R15-R23) Nt: Hr/Rs/Dov/Prf/Lv/Clc	25 9 am Validate Feed File (GI) Adj Pulls to SW by 11:30 am W2 Balancing Nn/Nt: Derr/Dcon/Rextrct Nt: Hr/Rs/Dov/Prf/Lv/Clc/ MTF <div style="border: 1px solid black; padding: 2px; text-align: center;">No R22 Adjustment or LR Entry</div>	26 Nn: Derr/Dcon/Rextrct/Prf/ Lv/Clc L6070 Step Process	27 RUN R22 & REPORTS																																																																																																									
28	29	30 R22 Pulls to SW by Noon ADJ85 (R20-R23)	31 Adj Pulls to SW by 11:30 am Month End Processing	<div style="display: flex; justify-content: space-around; margin-bottom: 10px;"> <table border="1" style="font-size: 8px; border-collapse: collapse;"> <thead> <tr><th colspan="7">September</th></tr> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table> <table border="1" style="font-size: 8px; border-collapse: collapse;"> <thead> <tr><th colspan="7">November</th></tr> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1 2 3</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td></td></tr> </tbody> </table> </div>			September							S	M	T	W	T	F	S							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30							November							S	M	T	W	T	F	S							1 2 3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	
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November 2012

HR Processing Calendar

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4	5 Run Intl Phptime R23 Nn/Nt: Derr/Dcon/Rextrct ADJ87 (R21-R24)	6 Adj Pulls to SW by 11:30 am Nn/Nt: Derr/Dcon/Rextrct	7 Nn/Nt: Derr/Dcon/Rextrct ADJ88 (R15-R24) Nt: Hr/Rs/Dov/Prf/Lv/Clc	8 9 am Validate Feed File (GI) Adj Pulls to SW by 11:30 am Nn/Nt: Derr/Dcon/Rextrct Nt: Hr/Rs/Dov/Prf/Lv/Clc/ MTF <div style="border: 1px solid black; padding: 2px; text-align: center;">No R23 Adjustment or LR Entry</div>	9 Nn: Derr/Dcon/Rextrct/Prf/ Lv/Clc	10 RUN R23 & REPORTS																																																																																																									
11	12 Monthly Error Rpts	13 R23 Pulls to SW by Noon ADJ89 (R21-R24)	14 Adj Pulls to SW by 11:30 am	15 Run Intl Phptime R24 Nn/Nt: Derr/Dcon/Rextrct ADJ90 (CY12 R01-R14 & R21-R24)	16 <div style="border: 1px solid black; padding: 2px; text-align: center;">Fin Aid Feed - No R22-R23 Adj/LR Entry until 10 am</div> Adj Pulls to SW by 11:30 am Nn/Nt: Derr/Dcon/Rextrct R23 PAYDAY	17 R24 PP END Nn/Nt: Derr/Dcon/ Rextrct																																																																																																									
18	19 Nn/Nt: Derr/Dcon/Rextrct ADJ91 (R15-R25) Nt: Hr/Rs/Dov/Prf/Lv/Clc	20 9 am Validate Feed File (GI) Adj Pulls to SW by 11:30 am Nn/Nt: Derr/Dcon/Rextrct Nt: Hr/Rs/Dov/Prf/Lv/Clc/ MTF <div style="border: 1px solid black; padding: 2px; text-align: center;">No R24 Adjustment or LR Entry</div>	21 Nn: Derr/Dcon/Rextrct/Prf/ Lv/Clc	22 <div style="border: 1px solid black; padding: 2px; text-align: center;">THANKSGIVING DAY HOLIDAY</div>	23 <div style="border: 1px solid black; padding: 2px; text-align: center;">HOLIDAY</div>	24 RUN R24 & REPORTS																																																																																																									
25	26 Annual Leave Usage Email	27 R24 Pulls to SW by Noon ADJ92 (R22-R25)	28 Adj Pulls to SW by 11:30 am	29 ADJ93 (CY12 R22-R25) <div style="border: 1px solid black; padding: 2px; text-align: center;">No R01-R14 LRs</div>	30 Adj Pulls to SW by 11:30 am W2 Balancing Month End Processing R24 PAYDAY																																																																																																										

December 2012

HR Processing Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1 R25 PP END
2	3 Run Intl Phptime R25 Nn/Nt: Derr/Dcon/Rextrct ADJ94 (R23-R26)	4 Adj Pulls to SW by 11:30 am Nn/Nt: Derr/Dcon/Rextrct	5 Nn/Nt: Derr/Dcon/Rextrct ADJ95 (R15-R26) Nt: Hr/Rs/Dov/Prf/Lv/Clc	6 9 am Validate Feed File (GI) Adj Pulls to SW by 11:30 am Nn/Nt: Derr/Dcon/Rextrct Nt: Hr/Rs/Dov/Prf/Lv/Clc/MTF <div style="border: 1px solid black; padding: 2px; text-align: center;">No R25 Adjustment or LR Entry</div>	7 Nn: Derr/Dcon/Rextrct/Prf/ Lv/Clc	8 RUN R25 & REPORTS
9	10 Monthly Error Rpts	11 R25 Pulls to SW by Noon ADJ96 (R23-R26)	12 Adj Pulls to SW by 11:30 am	13 ADJ97 (CY12 R01-R14 Adjs & CY12 R23-26) <div style="border: 1px solid black; padding: 2px; text-align: center;">No R01-R14 LRs</div>	14 Fin Aid Feed - No R24-R25 Adj/LR Entry until 10 am Adj Pulls to SW by 11:30 am R25 PAYDAY	15 R26 PP END
16	17 Run Intl Phptime R26 Nn/Nt: Derr/Dcon/Rextrct ADJ98 (R23-R26)	18 Adj Pulls to SW by 11:30 am Nn/Nt: Derr/Dcon/Rextrct	19 Nn/Nt: Derr/Dcon/Rextrct ADJ99 (CY12 R15-R26) Nt: Hr/Rs/Dov/Prf/Lv/Clc	20 No Labor Redistrib Entry until Further Notice 9 am Validate Feed File (GI) Adj Pulls to SW by 11:30 am Nn/Nt: Derr/Dcon/Rextrct Nt: Hr/Rs/Dov/Prf/Lv/Clc/MTF <div style="border: 1px solid black; padding: 2px; text-align: center;">No R26 Adjustment or LR Entry</div>	21 No Labor Redistrib Entry until Further Notice Nn: Derr/Dcon/Rextrct/Prf/Lv/Clc RUN R26 & REPORTS (Begins at 5pm)	22 Post R26 Snapshot Refresh AM W2 Balancing
23 R26 Pulls to SW by 10 am Regulatory Tax Updates HR Regulatory Release (Tentative)	24 HOLIDAY	25 CHRISTMAS HOLIDAY	26 Month End Processing <div style="border: 1px solid black; padding: 2px; text-align: center;">HOLIDAY CLOSURE (Tentative)</div>	27 Run Intl Phptime R01 Nn/Nt: Derr/Dcon/ Rextrct	28 R26 PAYDAY Nn/Nt: Derr/Dcon/ Rextrct	29 R01 PP END
30	31 HOLIDAY					

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