

# January 2010

## HR Processing Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
					<b>1</b>	<b>2</b>	
					<b>No Labor Redistribution Entry Until 2009 W-2 Processing Completed</b> NEW YEAR'S HOLIDAY	R01 PP END	
<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	
	Run Intl Phptime R01 Nn/Nt Derr/Dcon/Rextrct ADJ01 (R01-R02)	Adj Pulls to SW by 11:30 am Nn/Nt Derr/Dcon/Rextrct CY09 W2_1 ADJ Run (2009 R01-R27) (No LR's) Use 12/31/09 history/posting override date Nt: hr-phr2giv LRGF Refresh	Adj Pulls to SW by 11:30 am Nn/Nt Derr/Dcon/Rextrct 2 pm MTE (GI) ADJ02 (R01-R02) Nt: Hr/Rs/Dov/Prf/Lv/Clc Nt: hr-phr2giv	CY09 W2_2 ADJ Run (2009 R01-R27 & CY10 R02) (No LR's) Use 12/31/09 history/posting override date Adj Pulls to SW by 11:30 am Nn/Nt Derr/Dcon/Rextrct Nt: Hr/Rs/Dov/Prf/Lv/Clc No R01 Adjustment or LR Entry	Fin Aid Feed - R27 Noon Derr/Dcon/Rextrct Run CY09 Quarter End Reports	RUN R01 & REPORTS	
		Banner 8.x Upgrade to PREP					
<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>	
	Run Personnel Error Rpts	R01 Pulls to SW by Noon ADJ03 (R01-R02)	Adj Pulls to SW by 11:30 am	ADJ04 (R01-R02)	Run Intl Phptime R02 Adj Pulls to SW by 11:30 am Nn/Nt Derr/Dcon/Rextrct R01 PAYDAY 2009 W-2 Processing (Tentative)	R02 PP END Nn/Nt Derr/Dcon/Rextrct	
	Banner 8.x Upgrade to PREP	Banner 8.x Upgrade to LRGF					
<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>	
	MARTIN LUTHER KING, JR DAY IN CELEBRA- TION OF ALASKA CIVIL RIGHTS HOLI- DAY - UA OFFICES CLOSED	Nn/Nt Derr/Dcon/Rextrct Nt: hr-phr2giv	Nn/Nt Derr/Dcon/Rextrct 2 pm MTE (GI) ADJ05 (R01-R03) Nt: Hr/Rs/Dov/Prf/Lv/Clc Nt: hr-phr2giv	Adj Pulls to SW by 11:30 am Nn/Nt Derr/Dcon/Rextrct Nt: Hr/Rs/Dov/Prf/Lv/Clc Nt: hr-phr2giv No R02 Adjustment or LR Entry	Noon Derr/Dcon/Rextrct	RUN R02 & REPORTS	
<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>	
	Annual Leave Usage Email	R02 Pulls to SW by Noon ADJ06 (R01-R03)	Adj Pulls to SW by 11:30 am	ADJ07 (R01-R03)	Fin Aid Feed - No R01-R02 Adj Entry until 10 am Adj Pulls to SW by 11:30 am R02 PAYDAY Run Month End Reports	R03 PP END	
<b>31</b>							

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27	28					

# February 2010

## HR Processing Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	<b>1</b> Run Intl Phptime R03 Nn/Nt Derr/Dcon/Rextrct <b>ADJ08 (R02-R04)</b>	<b>2</b> Adj Pulls to SW by 11:30 am Nn/Nt Derr/Dcon/Rextrct Nt: hr-phr2giv	<b>3</b> Nn/Nt Derr/Dcon/Rextrct 2 pm MTE (GI) <b>ADJ09 (R01-R04)</b> Nt: Hr/Rs/Dov/Prf/Lv/Clc Nt: hr-phr2giv	<b>4</b> Adj Pulls to SW by 11:30 am Nn/Nt Derr/Dcon/Rextrct Nt: Hr/Rs/Dov/Prf/Lv/Clc Nt: hr-phr2giv <div style="border: 1px solid black; padding: 2px; text-align: center;">No R03 Adjustment or LR Entry</div>	<b>5</b> Noon Derr/Dcon/Rextrct	<b>6</b> RUN R03 & REPORTS
	<div style="border: 1px solid black; padding: 2px;">TRN8 - Banner 8 Upgrade</div>					
<b>7</b>	<b>8</b> Run Personnel Error Rpts	<b>9</b> R03 Pulls to SW by Noon <b>ADJ10 (R02-R04)</b>	<b>10</b> Adj Pulls to SW by 11:30 am	<b>11</b> <b>ADJ11 (CY09 LRs R15-R27 &amp; CY10 R02-R04)</b> <div style="border: 1px solid black; padding: 2px; text-align: center;">No R15-R27 Adjs</div>	<b>12</b> Adj Pulls to SW by 11:30 am R03 PAYDAY	<b>13</b> R04 PP END
<b>14</b>	<b>15</b> Run Intl Phptime R04 Nn/Nt Derr/Dcon/Rextrct <b>ADJ12 (R03-R05)</b>	<b>16</b> Adj Pulls to SW by 11:30 am Nn/Nt Derr/Dcon/Rextrct Nt: hr-phr2giv	<b>17</b> Nn/Nt Derr/Dcon/Rextrct 2 pm MTE (GI) <b>ADJ13 (R01-R05)</b> Nt: Hr/Rs/Dov/Prf/Lv/Clc Nt: hr-phr2giv	<b>18</b> Adj Pulls to SW by 11:30 am Nn/Nt Derr/Dcon/Rextrct Nt: Hr/Rs/Dov/Prf/Lv/Clc Nt: hr-phr2giv <div style="border: 1px solid black; padding: 2px; text-align: center;">No R04 Adjustment or LR Entry</div>	<b>19</b> Noon Derr/Dcon/Rextrct	<b>20</b> RUN R04 & REPORTS <b>Annual Leave Roll</b>
<b>21</b>	<b>22</b>	<b>23</b> R04 Pulls to SW by Noon <b>ADJ14 (R03-R05)</b>	<b>24</b> Adj Pulls to SW by 11:30 am <b>Regional CY2006 W-2c Info to SW</b>	<b>25</b> <b>ADJ15 (R03-R05)</b>	<b>26</b> <div style="border: 1px solid black; padding: 2px;">Fin Aid Feed - No R03-R04 Adj Entry until 10 am</div> <b>Run Intl Phptime R05</b> Nn/Nt Derr/Dcon/Rextrct Adj Pulls to SW by 11:30 am R04 PAYDAY Run Month End Reports 1042s Processing	<b>27</b> Nn/Nt Derr/Dcon/Rextrct R05 PP END
<b>28</b>						

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# March 2010

## HR Processing Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday																																																																																				
	<b>1</b> Nn/Nt Derr/Dcon/Rextrct Nt: hr-phr2giv <b>ADJ16 (R04-R06)</b>	<b>2</b> Adj Pulls to SW by 11:30 am Nn/Nt Derr/Dcon/Rextrct 2 pm MTE (GI) Nt: Hr/Rs/Dov/Prf/Lv/Clc Nt: hr-phr2giv	<b>3</b> Nn/Nt Derr/Dcon/Rextrct <b>ADJ17 (R01-R04 &amp; R06)</b> Nt: Hr/Rs/Dov/Prf/Lv/Clc Nt: hr-phr2giv <div style="border: 1px solid black; padding: 2px; text-align: center;">No R05 Adjustment Entry</div>	<b>4</b> Adj Pulls to SW by 11:30 am RUN R05 & REPORTS (Begins 5 p.m.) <div style="border: 1px solid black; padding: 2px; text-align: center;">Starting 5 p.m.</div>	<b>5</b>	<b>6</b> <div style="border: 1px solid black; padding: 2px; text-align: center;">Banner 8.x Upgrade</div>																																																																																				
<b>7</b>	<b>8</b> Run Personnel Error Rpts <b>ADJ18 (R04-R06)</b>	<b>9</b> Adj Pulls to SW by 11:30 am R05 Pulls to SW by Noon	<b>10</b> <b>ADJ19 (R04-R06)</b>	<b>11</b> Adj Pulls to SW by 11:30 am 1042's Due to Be Mailed	<b>12</b> SPRING RECESS HOLIDAY R05 PAYDAY	<b>13</b> R06 PP END																																																																																				
<div style="border: 1px solid black; padding: 2px;">Banner 8.x Upgrade</div>																																																																																										
<b>14</b>	<b>15</b> Run Intl Phptime R06 Nn/Nt Derr/Dcon/Rextrct <b>ADJ20 (R05-R07)</b>	<b>16</b> Adj Pulls to SW by 11:30 am Nn/Nt Derr/Dcon/Rextrct Nt: hr-phr2giv	<b>17</b> Nn/Nt Derr/Dcon/Rextrct 2 pm MTE (GI) <b>ADJ21 (R01-R07)</b> Nt: Hr/Rs/Dov/Prf/Lv/Clc Nt: hr-phr2giv	<b>18</b> Adj Pulls to SW by 11:30 am Nn/Nt Derr/Dcon/Rextrct Nt: Hr/Rs/Dov/Prf/Lv/Clc Nt: hr-phr2giv <div style="border: 1px solid black; padding: 2px; text-align: center;">No R06 Adjustment Entry</div>	<b>19</b> Noon Derr/Dcon/Rextrct	<b>20</b> RUN R06 & REPORTS																																																																																				
<b>21</b>	<b>22</b>	<b>23</b> R06 Pulls to SW by Noon <b>ADJ22 (R05-R07)</b>	<b>24</b> Adj Pulls to SW by 11:30 am	<b>25</b> <b>ADJ23 (CY09 LR's R15-R27 &amp; CY10 R05-R07)</b> <div style="border: 1px solid black; padding: 2px; text-align: center;">No R15-R27 Adjs</div>	<b>26</b> <b>Fin Aid Feed - No R05-R06 Adj Entry until 10 am</b> Adj Pulls to SW by 11:30 am R06 PAYDAY	<b>27</b> R07 PP END																																																																																				
<b>28</b>	<b>29</b> Run Intl Phptime R07 Nn/Nt Derr/Dcon/Rextrct <b>ADJ24 (R06-R08)</b>	<b>30</b> Adj Pulls to SW by 11:30 am Nn/Nt Derr/Dcon/Rextrct Nt: hr-phr2giv	<b>31</b> Nn/Nt Derr/Dcon/Rextrct 2 pm MTE (GI) <b>ADJ25 (R01-R08)</b> Nt: Hr/Rs/Dov/Prf/Lv/Clc Nt: hr-phr2giv	<div style="display: flex; justify-content: space-around; margin-bottom: 10px;"> <table border="1" style="font-size: 8px; text-align: center;"> <caption>February</caption> <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>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </table> <table border="1" style="font-size: 8px; text-align: center;"> <caption>April</caption> <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></td></tr> </table> </div>			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							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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# April 2010

## HR Processing Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday																																																																																																											
	<table border="1" style="margin: auto;"> <tr><td colspan="7" style="text-align: center;">March</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>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td></tr> </table>	March							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="margin: auto;"> <tr><td colspan="7" style="text-align: center;">May</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></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>31</td><td></td><td></td><td></td><td></td><td></td></tr> </table>	May							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						<b>1</b> Adj Pulls to SW by 11:30 am Nn/Nt Derr/Dcon/Rextrct Nt: Hr/Rs/Dov/Prf/Lv/Clc Nt: hr-phr2giv Run Month End Reports Run Quarter End Reports <div style="border: 1px solid black; padding: 2px; text-align: center;">No R07 Adjustment Entry</div>	<b>2</b> Noon Derr/Dcon/Rextrct	<b>3</b> RUN R07 & REPORTS
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<b>4</b>	<b>5</b>	<b>6</b> R07 Pulls to SW by Noon <b>ADJ26 (R06-R08)</b>	<b>7</b> Adj Pulls to SW by 11:30 am	<b>8</b> <b>ADJ27 (R06-R08)</b>	<b>9</b> Adj Pulls to SW by 11:30 am R07 PAYDAY	<b>10</b> R08 PP END																																																																																																											
<b>11</b>	<b>12</b> Run Intl Phptime R08 Nn/Nt Derr/Dcon/Rextrct <b>ADJ28 (R07-R09)</b>	<b>13</b> Adj Pulls to SW by 11:30 am Nn/Nt Derr/Dcon/Rextrct Nt: hr-phr2giv	<b>14</b> Nn/Nt Derr/Dcon/Rextrct 2 pm MTE (GI) <b>ADJ29 (R01-R09)</b> Nt: Hr/Rs/Dov/Prf/Lv/Clc Nt: hr-phr2giv	<b>15</b> <b>Open Enrollment Begins (Tentative)</b> Adj Pulls to SW by 11:30 am Nn/Nt Derr/Dcon/Rextrct Nt: Hr/Rs/Dov/Prf/Lv/Clc Nt: hr-phr2giv <div style="border: 1px solid black; padding: 2px; text-align: center;">No R08 Adjustment Entry</div>	<b>16</b> Noon Derr/Dcon/Rextrct	<b>17</b> RUN R08 & REPORTS																																																																																																											
<b>18</b>	<b>19</b> Run Personnel Error Rpts	<b>20</b> R08 Pulls to SW by Noon <b>ADJ30 (R07-R09)</b>	<b>21</b> Adj Pulls to SW by 11:30 am	<b>22</b> <b>ADJ31 (CY09 LRs R15-R27 &amp; CY10 R07-R09)</b> <div style="border: 1px solid black; padding: 2px; text-align: center;">No R15-R27 Adjs</div>	<b>23</b> <b>Fin Aid Feed - No R07-R08 Adj/LR Entry until 10 am</b> Adj Pulls to SW by 11:30 am R08 PAYDAY	<b>24</b> R09 PP END																																																																																																											
<b>25</b>	<b>26</b> Run Intl Phptime R09 Nn/Nt Derr/Dcon/Rextrct <b>ADJ32 (R08-R10)</b> <b>FY11 Salary Schedule Roll</b>	<b>27</b> Adj Pulls to SW by 11:30 am Nn/Nt Derr/Dcon/Rextrct Nt: hr-phr2giv	<b>28</b> Nn/Nt Derr/Dcon/Rextrct 2 pm MTE (GI) <b>ADJ33 (R01-R10)</b> Nt: Hr/Rs/Dov/Prf/Lv/Clc Nt: hr-phr2giv	<b>29</b> Adj Pulls to SW by 11:30 am Nn/Nt Derr/Dcon/Rextrct Nt: Hr/Rs/Dov/Prf/Lv/Clc Nt: hr-phr2giv Run Month End Reports <div style="border: 1px solid black; padding: 2px; text-align: center;">No R09 Adjustment Entry</div>	<b>30</b> Noon Derr/Dcon/Rextrct																																																																																																												

# May 2010

## HR Processing Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						<b>1</b> RUN R09 & REPORTS
<b>2</b>	<b>3</b>	<b>4</b> R09 Pulls to SW by Noon <b>ADJ34 (R08-R10)</b>	<b>5</b> Adj Pulls to SW by 11:30 am	<b>6</b> <b>ADJ35 (R08-R10)</b>	<b>7</b> Adj Pulls to SW by 11:30 am R09 PAYDAY	<b>8</b> R10 PP END
<b>9</b>	<b>10</b> Run Intl Phptime R10 Nn/Nt Derr/Dcon/Rextrct <b>ADJ36 (R09-R11)</b>	<b>11</b> Adj Pulls to SW by 11:30 am Nn/Nt Derr/Dcon/Rextrct Nt: hr-phr2giv	<b>12</b> Nn/Nt Derr/Dcon/Rextrct 2 pm MTE (GI) <b>ADJ37 (R01-R11)</b> Nt: Hr/Rs/Dov/Prf/Lv/Clc Nt: hr-phr2giv	<b>13</b> Adj Pulls to SW by 11:30 am Nn/Nt Derr/Dcon/Rextrct Nt: Hr/Rs/Dov/Prf/Lv/Clc Nt: hr-phr2giv <div style="border: 1px solid black; padding: 2px; text-align: center;">No R10 Adjustment Entry</div>	<b>14</b> <b>Open Enrollment Selection Period Ends (Tentative)</b> Noon Derr/Dcon/Rextrct	<b>15</b> RUN R10 & REPORTS
<b>16</b>	<b>17</b> Run Personnel Error Rpts	<b>18</b> R10 Pulls to SW by Noon <b>ADJ38 (R09-R11)</b>	<b>19</b> Adj Pulls to SW by 11:30 am	<b>20</b> <b>ADJ39 (CY09 LRs R15- R27 &amp; CY10 R09-R11)</b> <div style="border: 1px solid black; padding: 2px; text-align: center;">No R15-R27 Adjs</div>	<b>21</b> <b>Fin Aid Feed - No R09-R10 Adj/LR Entry until 10 am</b> Adj Pulls to SW by 11:30 am R10 PAYDAY	<b>22</b> R11 PP END
<b>23</b>	<b>24</b> <b>Run Intl Phptime R11</b> Nn/Nt Derr/Dcon/Rextrct	<b>25</b> Nn/Nt Derr/Dcon/Rextrct Nt: hr-phr2giv	<b>26</b> Nn/Nt Derr/Dcon/Rextrct 2 pm MTE (GI) <b>ADJ40 (R01-R12)</b> Nt: Hr/Rs/Dov/Prf/Lv/Clc Nt: hr-phr2giv	<b>27</b> Adj Pulls to SW by 11:30 am Nn/Nt Derr/Dcon/Rextrct Nt: Hr/Rs/Dov/Prf/Lv/Clc/2giv Regional CY2007-2009 W-2c Info to SW <div style="border: 1px solid black; padding: 2px; text-align: center;">No R11 Adj Entry</div>	<b>28</b> <b>Open Enrollment Non-Health Care Entry Deadline</b> Noon Derr/Dcon/Rextrct	<b>29</b> RUN R11 & REPORTS
<b>30</b>	<b>31</b> <div style="border: 1px solid black; padding: 2px;">MEMORIAL DAY HOLIDAY</div>					

April						
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# June 2010

## HR Processing Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday																																																																																																															
		<b>1</b> R11 Pulls to SW by Noon <b>ADJ41 (R10-R12)</b> Run Month End Reports PHL Usage Email	<b>2</b> <b>Begin OE Health Care Entry</b> Adj Pulls to SW by 11:30 am	<b>3</b> <b>ADJ42 (R10-R12)</b>	<b>4</b> Adj Pulls to SW by 11:30 am R11 PAYDAY	<b>5</b> R12 PP END																																																																																																															
<b>6</b>	<b>7</b> Run Intl Phptime R12 Nn/Nt Derr/Dcon/Rextrct <b>ADJ43 (R11-R13)</b>	<b>8</b> Adj Pulls to SW by 11:30 am Nn/Nt Derr/Dcon/Rextrct Nt: hr-phr2giv	<b>9</b> Adj Pulls to SW by 11:30 am Nn/Nt Derr/Dcon/Rextrct 2 pm MTE (GI) <b>ADJ44 (R01-R13)</b> Nt: Hr/Rs/Dov/Prf/Lv/Clc Nt: hr-phr2giv	<b>10</b> Adj Pulls to SW by 11:30 am Nn/Nt Derr/Dcon/Rextrct Nt: Hr/Rs/Dov/Prf/Lv/Clc Nt: hr-phr2giv	<b>11</b> <b>OE Health Care Data Entry Deadline</b> Noon Derr/Dcon/Rextrct	<b>12</b> RUN R12 & REPORTS																																																																																																															
				No R12 Adjustment Entry																																																																																																																	
<b>13</b>	<b>14</b> Run Personnel Error Rpts	<b>15</b> R12 Pulls to SW by Noon <b>ADJ45 (R11-R13)</b>	<b>16</b> Adj Pulls to SW by 11:30 am	<b>17</b> <b>Last LR Run for CY09</b> <b>ADJ46 (CY09 LRs R15-R27 &amp; CY10 R11-R13)</b>	<b>18</b> <b>Fin Aid Feed - No R11-R12</b> <b>Adj/LR Entry until 10 am</b> Adj Pulls to SW by 11:30 am R12 PAYDAY <b>Preliminary FY11 Job Roll Reports Available</b>	<b>19</b> <b>Last Day for FY10 Personal Holiday Use</b> R13 PP END																																																																																																															
	LRGP Refresh (Tentative)			No R15-R27 ADJ's																																																																																																																	
<b>20</b>	<b>21</b> Run Intl Phptime R13 Nn/Nt Derr/Dcon/Rextrct <b>ADJ47 (R12-R14)</b>	<b>22</b> Adj Pulls to SW by 11:30 am Nn/Nt Derr/Dcon/Rextrct <b>FY11 Future Job Change Rpts</b> Nt: hr-phr2giv	<b>23</b> Adj Pulls to SW by 11:30 am Nn/Nt Derr/Dcon/Rextrct 2 pm MTE (GI) <b>ADJ48 (R01-R14)</b> Nt: Hr/Rs/Dov/Prf/Lv/Clc Nt: hr-phr2giv	<b>24</b> <b>Limited Personnel Data Entry</b> <b>FY11 Job Roll (for ECLSs with pay increases)</b> Nn/Nt Derr/Dcon/Rextrct Adj Pulls to SW by 11:30 am Nt: Hr/Rs/Dov/Prf/Lv/Clc Nt: hr-phr2giv	<b>25</b> <b>Restricted Personnel Data Entry</b> <b>FY11 Job Roll (for ECLSs without pay increases)</b> Noon Derr/Dcon/Rextrct	<b>26</b> RUN R13 & REPORTS																																																																																																															
				No R13 Adjustment Entry																																																																																																																	
<b>27</b>	<b>28</b> Prior FY Voided Checks to SW <b>R13 Pulls to SW by 5 pm</b>	<b>29</b> <b>Final FY10 Adjustment</b> <b>ADJ49 (FY10 R12-R14)</b> <b>No NBAPOSN/PBUD Entry</b> <b>FY11 Budget Roll to Zero</b>	<b>30</b> Adj Pulls to SW by 11:30 am <b>No NBAPOSN/PBUD Entry</b> Run Month End Reports Run Quarter End Reports FY11 Wrking Bdgt Load FY11 SB/Ret Rate Updates																																																																																																																		
			No R01-R13 Payroll A...	<table border="1" style="font-size: small; border-collapse: collapse;"> <thead> <tr><th colspan="7">May</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>31</td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	May							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;"> <thead> <tr><th colspan="7">July</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>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>31</td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	July							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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# July 2010

## HR Processing Calendar

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<b>First Day for FY11 Personal Holiday Use</b>	INDEPENDENCE DAY HOLIDAY (Tentative)  <div style="border: 1px solid black; padding: 2px; text-align: center;">No LRs Allowed</div>	Holiday	Nn/Nt Derr/Dcon/Rextrct 2 pm MTE (GI) <b>FY11 Personal Holiday Leave Accrual</b> <b>ADJ51 (FY11 R15)</b> Nt: Hr/Rs/Dov/Prf/Lv/Clc Nt: hr-phr2giv	Adj Pulls to SW by 11:30 am Nn/Nt Derr/Dcon/Rextrct Nt: Hr/Rs/Dov/Prf/Lv/Clc/2giv	Noon Derr/Dcon/Rextrct	RUN R14 & REPORTS																																																																																																					
<hr style="border: 1px solid black;"/> No R01-R13 Payroll Adj Entry (LR Entry Only)				<hr style="border: 1px solid black;"/> No R15 Adjustment Entry or LRs																																																																																																							
<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>																																																																																																					
	Run Personnel Error Rpts Local 6070 Leave Bank Update Reports and JV Prep <b>ADJ52 FINAL FY10 LR Run (R01-R14) at FY10 Rates Use 6/30/10 post date</b> FY11 Fut Job Recs Update - Restricted Personnel Data Entry  <div style="border: 1px solid black; padding: 2px; text-align: center;">No R01-R14 Payroll Adj Entry</div>	<b>Fin Aid Feed - No R13-R14 Adj Entry Until 10 am</b> Adj Pulls to SW by 11:30 am R14 Pulls to SW by Noon <b>ADJ53 (FY11 R15)</b>	Adj Pulls to SW by 11:30 am <b>ADJ54 (FY10 R14) - LRs Only at FY11 Rates (Tentative) Use 6/30/10 post date</b>	Adj Pulls to SW by 11:30 am <b>ADJ55 (FY11 R15)</b>	Adj Pulls to SW by 11:30 am R14 PAYDAY <b>FY10 Finance Close (Tentative)</b>	R15 PP END																																																																																																					
<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>																																																																																																					
	Run Intl Phptime R15 Nn/Nt Derr/Dcon/Rextrct <b>ADJ56 (FY11 R15-R16)</b>	Adj Pulls to SW by 11:30 am Nn/Nt Derr/Dcon/Rextrct Nt: hr-phr2giv	Nn/Nt Derr/Dcon/Rextrct 2 pm MTE (GI) <b>ADJ57 (FY11 R15-R16)</b> Nt: Hr/Rs/Dov/Prf/Lv/Clc Nt: hr-phr2giv  <div style="border: 1px solid black; padding: 2px; text-align: center;">No R11-R14 LRs</div>	Adj Pulls to SW by 11:30 am Nn/Nt Derr/Dcon/Rextrct Nt: Hr/Rs/Dov/Prf/Lv/Clc Nt: hr-phr2giv	Noon Derr/Dcon/Rextrct	RUN R15 & REPORTS																																																																																																					
<hr style="border: 1px solid black;"/> No R15 Adjustment Entry																																																																																																											
<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>	<b>31</b>																																																																																																					
		R15 Pulls to SW by Noon <b>ADJ58 (FY11 R15-R16)</b>	Adj Pulls to SW by 11:30 am	<b>ADJ59 (R15-R16 &amp; FY10 R01-R14 Payroll Adjs Only)</b>  <div style="border: 1px solid black; padding: 2px; text-align: center;">No R01-R14 LRs</div>	Adj Pulls to SW by 11:30 am R15 PAYDAY Run Month End Reports	R16 PP END																																																																																																					

# August 2010

## HR Processing Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday																																																																																																	
<b>1</b>	<b>2</b> Run Intl Phptime R16 Nn/Nt Derr/Dcon/Rextrct <b>ADJ60 (R15-R17)</b>	<b>3</b> Adj Pulls to SW by 11:30 am Nn/Nt Derr/Dcon/Rextrct Nt: hr-phr2giv	<b>4</b> Nn/Nt Derr/Dcon/Rextrct 2 pm MTE (GI) <b>ADJ61 (R15-R17)</b> Nt: Hr/Rs/Dov/Prf/Lv/Clc Nt: hr-phr2giv	<b>5</b> Adj Pulls to SW by 11:30 am Nn/Nt Derr/Dcon/Rextrct Nt: Hr/Rs/Dov/Prf/Lv/Clc Nt: hr-phr2giv <div style="border: 1px solid black; padding: 2px; text-align: center;">No R16 Adjustment Entry</div>	<b>6</b> Noon Derr/Dcon/Rextrct	<b>7</b> RUN R16 & REPORTS																																																																																																	
<b>8</b>	<b>9</b> Run Personnel Error Rpts	<b>10</b> R16 Pulls to SW by Noon <b>ADJ62 (R15-R17)</b>	<b>11</b> Adj Pulls to SW by 11:30 am	<b>12</b> <b>ADJ63 (R15-R17)</b>	<b>13</b> <div style="border: 1px solid black; padding: 2px;">Fin Aid Feed - No R15-R16 Adj/LR Entry until 10 am</div> Adj Pulls to SW by 11:30 am R16 PAYDAY	<b>14</b> R17 PP END																																																																																																	
<b>15</b>	<b>16</b> Run Intl Phptime R17 Nn/Nt Derr/Dcon/Rextrct ADJ64 (R15-R18)	<b>17</b> Adj Pulls to SW by 11:30 am Nn/Nt Derr/Dcon/Rextrct Nt: hr-phr2giv	<b>18</b> Nn/Nt Derr/Dcon/Rextrct 2 pm MTE (GI) <b>ADJ65 (R15-R18)</b> Nt: Hr/Rs/Dov/Prf/Lv/Clc Nt: hr-phr2giv	<b>19</b> Adj Pulls to SW by 11:30 am Nn/Nt Derr/Dcon/Rextrct Nt: Hr/Rs/Dov/Prf/Lv/Clc Nt: hr-phr2giv <div style="border: 1px solid black; padding: 2px; text-align: center;">No R17 Adjustment Entry</div>	<b>20</b> Noon Derr/Dcon/Rextrct	<b>21</b> RUN R17 & REPORTS																																																																																																	
<b>22</b>	<b>23</b>	<b>24</b> R17 Pulls to SW by Noon <b>ADJ66 (R15-R18)</b>	<b>25</b> Adj Pulls to SW by 11:30 am	<b>26</b> <b>ADJ67 (CY10 R01-R14 Adjs &amp; CY10 R15-R18)</b> <div style="border: 1px solid black; padding: 2px; text-align: center;">No R01-R14 LRs</div>	<b>27</b> Adj Pulls to SW by 11:30 am R17 PAYDAY <b>Undeliverable CY2009 W-2s to SW</b>	<b>28</b> R18 PP END																																																																																																	
<b>29</b>	<b>30</b> Run Intl Phptime R18 Nn/Nt Derr/Dcon/Rextrct <b>ADJ68 (R16-R19)</b>	<b>31</b> Nn/Nt Derr/Dcon/Rextrct Nt: hr-phr2giv Run Month End Reports	<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">July</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>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> </tbody> </table> <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>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></td></tr> </tbody> </table> </div>		July							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	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		
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# September 2010

## HR Processing Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday																																																																																																		
			<b>1</b> Nn/Nt Derr/Dcon/Rextrct 2 pm MTE (GI) <b>ADJ69 (R15-R19)</b> Nt: Hr/Rs/Dov/Prf/Lv/Clc Nt: hr-phr2giv	<b>2</b> Adj Pulls to SW by 11:30 am Nn/Nt Derr/Dcon/Rextrct Nt: Hr/Rs/Dov/Prf/Lv/Clc Nt: hr-phr2giv	<b>3</b> Noon Derr/Dcon/Rextrct	<b>4</b> RUN R18 & REPORTS																																																																																																		
				No R18 Adjustment Entry																																																																																																				
<b>5</b>	<b>6</b> LABOR DAY HOLIDAY	<b>7</b> R18 Pulls to SW by Noon <b>ADJ70 (R16-R19)</b>	<b>8</b> Adj Pulls to SW by 11:30 am	<b>9</b> <b>ADJ71 (R16-R19)</b>	<b>10</b> Fin Aid Feed - No R17-R18 Adj/LR Entry until 10 am Adj Pulls to SW by 11:30 am R18 PAYDAY	<b>11</b> R19 PP END																																																																																																		
<b>12</b>	<b>13</b> Run Intl Phptime R19 Nn/Nt Derr/Dcon/Rextrct <b>ADJ72 (R17-R20)</b>	<b>14</b> Adj Pulls to SW by 11:30 am Nn/Nt Derr/Dcon/Rextrct Nt: hr-phr2giv	<b>15</b> Nn/Nt Derr/Dcon/Rextrct 2 pm MTE (GI) <b>ADJ73 (R15-R20)</b> Nt: Hr/Rs/Dov/Prf/Lv/Clc Nt: hr-phr2giv	<b>16</b> Adj Pulls to SW by 11:30 am Nn/Nt Derr/Dcon/Rextrct Nt: Hr/Rs/Dov/Prf/Lv/Clc Nt: hr-phr2giv	<b>17</b> Noon Derr/Dcon/Rextrct	<b>18</b> RUN R19 & REPORTS																																																																																																		
				No R19 Adjustment Entry																																																																																																				
<b>19</b>	<b>20</b> Run Personnel Error Rpts	<b>21</b> R19 Pulls to SW by Noon <b>ADJ74 (R17-R20)</b>	<b>22</b> Adj Pulls to SW by 11:30 am	<b>23</b> <b>ADJ75 (CY10 R01-R14 Adjs &amp; CY10 R17-R20)</b>	<b>24</b> Adj Pulls to SW by 11:30 am R19 PAYDAY <b>Regional CY2007-2009 W-2c Info to SW</b>	<b>25</b> R20 PP END																																																																																																		
				No R01-R14 LRs																																																																																																				
<b>26</b>	<b>27</b> Run Intl Phptime R20 Nn/Nt Derr/Dcon/Rextrct <b>ADJ76 (R18-R21)</b>	<b>28</b> Adj Pulls to SW by 11:30 am Nn/Nt Derr/Dcon/Rextrct Nt: hr-phr2giv	<b>29</b> Nn/Nt Derr/Dcon/Rextrct 2 pm MTE (GI) <b>ADJ77 (R15-R21)</b> Nt: Hr/Rs/Dov/Prf/Lv/Clc Nt: hr-phr2giv	<b>30</b> Adj Pulls to SW by 11:30 am Nn/Nt Derr/Dcon/Rextrct Nt: Hr/Rs/Dov/Prf/Lv/Clc Nt: hr-phr2giv Run Month End Reports Run Quarter End Reports	<table style="margin: auto; border-collapse: collapse;"> <tr> <th colspan="7" style="text-align: center; border: none;">August</th> <th colspan="7" style="text-align: center; border: none;">October</th> </tr> <tr> <th style="border: none;">S</th><th style="border: none;">M</th><th style="border: none;">T</th><th style="border: none;">W</th><th style="border: none;">T</th><th style="border: none;">F</th><th style="border: none;">S</th> <th style="border: none;">S</th><th style="border: none;">M</th><th style="border: none;">T</th><th style="border: none;">W</th><th style="border: none;">T</th><th style="border: none;">F</th><th style="border: none;">S</th> </tr> <tr> <td style="border: none;">1</td><td style="border: none;">2</td><td style="border: none;">3</td><td style="border: none;">4</td><td style="border: none;">5</td><td style="border: none;">6</td><td style="border: none;">7</td> <td style="border: none;"> </td><td style="border: none;"> </td><td style="border: none;"> </td><td style="border: none;"> </td><td style="border: none;"> </td><td style="border: none;">1</td><td style="border: none;">2</td> </tr> <tr> <td style="border: none;">8</td><td style="border: none;">9</td><td style="border: none;">10</td><td style="border: none;">11</td><td style="border: none;">12</td><td style="border: none;">13</td><td style="border: none;">14</td> <td style="border: none;">3</td><td style="border: none;">4</td><td style="border: none;">5</td><td style="border: none;">6</td><td style="border: none;">7</td><td style="border: none;">8</td><td style="border: none;">9</td> </tr> <tr> <td style="border: none;">15</td><td style="border: none;">16</td><td style="border: none;">17</td><td style="border: none;">18</td><td style="border: none;">19</td><td style="border: none;">20</td><td style="border: none;">21</td> <td style="border: none;">10</td><td style="border: none;">11</td><td style="border: none;">12</td><td style="border: none;">13</td><td style="border: none;">14</td><td style="border: none;">15</td><td style="border: none;">16</td> </tr> <tr> <td style="border: none;">22</td><td style="border: none;">23</td><td style="border: none;">24</td><td style="border: none;">25</td><td style="border: none;">26</td><td style="border: none;">27</td><td style="border: none;">28</td> <td style="border: none;">17</td><td style="border: none;">18</td><td style="border: none;">19</td><td style="border: none;">20</td><td style="border: none;">21</td><td style="border: none;">22</td><td style="border: none;">23</td> </tr> <tr> <td style="border: none;">29</td><td style="border: none;">30</td><td style="border: none;">31</td><td style="border: none;"> </td><td style="border: none;"> </td><td style="border: none;"> </td><td style="border: none;"> </td> <td style="border: none;">24</td><td style="border: none;">25</td><td style="border: none;">26</td><td style="border: none;">27</td><td style="border: none;">28</td><td style="border: none;">29</td><td style="border: none;">30</td> </tr> </table>		August							October							S	M	T	W	T	F	S	S	M	T	W	T	F	S	1	2	3	4	5	6	7						1	2	8	9	10	11	12	13	14	3	4	5	6	7	8	9	15	16	17	18	19	20	21	10	11	12	13	14	15	16	22	23	24	25	26	27	28	17	18	19	20	21	22	23	29	30	31					24	25	26	27	28	29	30
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				No R20 Adjustment Entry																																																																																																				

# October 2010

## HR Processing Calendar

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					<b>1</b> Noon Derr/Dcon/Rextrct  <div style="border: 1px solid black; padding: 2px; text-align: center;">No R20 Adjustment Entry</div>	<b>2</b> RUN R20 & REPORTS																																																																																				
<b>3</b>	<b>4</b>	<b>5</b> R20 Pulls to SW by Noon <b>ADJ78 (R18-R21)</b>	<b>6</b> Adj Pulls to SW by 11:30 am	<b>7</b> <b>ADJ79 (R18-R21)</b>	<b>8</b> Adj Pulls to SW by 11:30 am R20 PAYDAY	<b>9</b> R21 PP END																																																																																				
<b>10</b>	<b>11</b> Run Intl Phptime R21 Nn/Nt Derr/Dcon/Rextrct <b>ADJ80 (R19-R22)</b>	<b>12</b> Adj Pulls to SW by 11:30 am Nn/Nt Derr/Dcon/Rextrct <b>UAFT Leave Bank Update</b> Nt: hr-phr2giv	<b>13</b> Nn/Nt Derr/Dcon/Rextrct 2 pm MTE (GI) <b>ADJ81 (R15-R22)</b> Nt: Hr/Rs/Dov/Prf/Lv/Clc Nt: hr-phr2giv	<b>14</b> Adj Pulls to SW by 11:30 am Nn/Nt Derr/Dcon/Rextrct Nt: Hr/Rs/Dov/Prf/Lv/Clc Nt: hr-phr2giv <div style="border: 1px solid black; padding: 2px; text-align: center;">No R21 Adjustment Entry</div>	<b>15</b> Noon Derr/Dcon/Rextrct	<b>16</b> RUN R21 & REPORTS																																																																																				
<b>17</b>	<b>18</b> Run Personnel Error Rpts	<b>19</b> R21 Pulls to SW by Noon <b>ADJ82 (R19-R22)</b>	<b>20</b> Adj Pulls to SW by 11:30 am	<b>21</b> <b>ADJ83 (CY10 R01-R14 Adjs &amp; CY10 R19-R22)</b> <div style="border: 1px solid black; padding: 2px; text-align: center;">No R01-R14 LRs</div>	<b>22</b> <div style="border: 1px solid black; padding: 2px; text-align: center;">Fin Aid Feed - No R19-R21 Adj/LR Entry until 10 am</div> Adj Pulls to SW by 11:30 am R21 PAYDAY	<b>23</b> R22 PP END																																																																																				
<b>24</b>	<b>25</b> Run Intl Phptime R22 Nn/Nt Derr/Dcon/Rextrct <b>ADJ84 (R20-R23)</b>	<b>26</b> Adj Pulls to SW by 11:30 am Nn/Nt Derr/Dcon/Rextrct Nt: hr-phr2giv	<b>27</b> Nn/Nt Derr/Dcon/Rextrct 2 pm MTE (GI) <b>ADJ85 (R15-R21 &amp; R23)</b> Nt: Hr/Rs/Dov/Prf/Lv/Clc Nt: hr-phr2giv	<b>28</b> Adj Pulls to SW by 11:30 am Nn/Nt Derr/Dcon/Rextrct Nt: Hr/Rs/Dov/Prf/Lv/Clc Nt: hr-phr2giv <div style="border: 1px solid black; padding: 2px; text-align: center;">No R22 Adjustment Entry</div>	<b>29</b> Noon Derr/Dcon/Rextrct	<b>30</b> RUN R22 & REPORTS																																																																																				
<b>31</b>	<div style="display: flex; justify-content: space-around; align-items: center;"> <table border="1" style="border-collapse: collapse; text-align: center; font-size: small;"> <caption>September</caption> <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>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td></td><td></td></tr> </table> <table border="1" style="border-collapse: collapse; text-align: center; font-size: small;"> <caption>November</caption> <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>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td></td><td></td></tr> </table> </div>					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			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 2010

## HR Processing Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	<b>1</b> Run Month End Reports	<b>2</b> R22 Pulls to SW by Noon <b>ADJ86 (R20-R23)</b>	<b>3</b> Adj Pulls to SW by 11:30 am	<b>4</b> <b>ADJ87 (CY10 R01-R14 Adjs &amp; CY10 R20-R23)</b>  <div style="border: 1px solid black; padding: 2px; text-align: center;">No R01-R14 LRs</div>	<b>5</b> Adj Pulls to SW by 11:30 am R22 PAYDAY	<b>6</b> R23 PP END
<b>7</b>	<b>8</b> Run Intl Phptime R23 Nn/Nt Derr/Dcon/Rextrct <b>ADJ88 (R21-R24)</b>	<b>9</b> Adj Pulls to SW by 11:30 am Nn/Nt Derr/Dcon/Rextrct Nt: hr-phr2giv	<b>10</b> Nn/Nt Derr/Dcon/Rextrct 2 pm MTE (GI) <b>ADJ89 (R15-R24)</b> Nt: Hr/Rs/Dov/Prf/Lv/Clc Nt: hr-phr2giv	<b>11</b> Adj Pulls to SW by 11:30 am Nn/Nt Derr/Dcon/Rextrct Nt: Hr/Rs/Dov/Prf/Lv/Clc Nt: hr-phr2giv  <div style="border: 1px solid black; padding: 2px; text-align: center;">No R23 Adjustment Entry</div>	<b>12</b> Noon Derr/Dcon/Rextrct	<b>13</b> RUN R23 & REPORTS L6070 Step Increase Process
<b>14</b>	<b>15</b> Run Personnel Error Rpts	<b>16</b> R23 Pulls to SW by Noon <b>ADJ90 (R21-R24)</b> Nt: hr-step-job-exists	<b>17</b> <div style="border: 1px solid black; padding: 2px;">Fin Aid Feed - No R22-R23 Adj/LR Entry until 10 am</div> Adj Pulls to SW by 11:30 am	<b>18</b> Run Intl Phptime R24 Nn/Nt Derr/Dcon/Rextrct <b>ADJ91 (R20-R25)</b>	<b>19</b> Adj Pulls to SW by 11:30 am Nn/Nt Derr/Dcon/Rextrct Nt: hr-phr2giv R23 PAYDAY	<b>20</b> R24 PP END Nn/Nt Derr/Dcon/Rextrct
<b>21</b>	<b>22</b> Nn/Nt Derr/Dcon/Rextrct 2 pm MTE (GI) <b>ADJ92 (R15-R25)</b> Nt: Hr/Rs/Dov/Prf/Lv/Clc Nt: hr-phr2giv	<b>23</b> Adj Pulls to SW by 11:30 am Nn/Nt Derr/Dcon/Rextrct Nt: Hr/Rs/Dov/Prf/Lv/Clc Nt: hr-phr2giv	<b>24</b> Noon/Derr/Dcon/Rextrct	<b>25</b> <div style="border: 1px solid black; padding: 2px;">THANKSGIVING DAY HOLIDAY</div>	<b>26</b> <div style="border: 1px solid black; padding: 2px;">HOLIDAY</div>	<b>27</b> RUN R24 & REPORTS
		<div style="border: 1px solid black; padding: 2px;">No R24 Adjustment Entry</div>				
<b>28</b>	<b>29</b> <div style="border: 1px solid black; padding: 2px;">Restricted Personnel Data Entry - L6070 Fut Rec Update</div> <div style="border: 1px solid black; padding: 2px;">L6070 PCLS/Position Updates</div> Annual Leave Usage Email	<b>30</b> R24 Pulls to SW by Noon <b>ADJ93 (R22-R25)</b>				

October

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December

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# December 2010

## HR Processing Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday																																																																																										
<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;">                     November 10  <table style="font-size: small; border-collapse: collapse;"> <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>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td></td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td></td><td></td><td></td><td></td></tr> </table> </div>	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					<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;">                     January 11  <table style="font-size: small; border-collapse: collapse;"> <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></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>31</td><td></td><td></td><td></td><td></td><td></td></tr> </table> </div>	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						<p style="text-align: center; font-size: 2em; font-weight: bold;">1</p> Adj Pulls to SW by 11:30 am Run Month End Reports	<p style="text-align: center; font-size: 2em; font-weight: bold;">2</p> <b>ADJ94 (CY10 R01-R14                      Adjs &amp; CY10 R21-R24)</b>  <div style="border: 1px solid black; padding: 2px; text-align: center; font-size: small;">No R01-R14 LRs</div>	<p style="text-align: center; font-size: 2em; font-weight: bold;">3</p> Adj Pulls to SW by 11:30 am R24 PAYDAY	<p style="text-align: center; font-size: 2em; font-weight: bold;">4</p> R25 PP END
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<p style="text-align: center; font-size: 2em; font-weight: bold;">5</p>	<p style="text-align: center; font-size: 2em; font-weight: bold;">6</p> Run Intl Phptime R25 Nn/Nt Derr/Dcon/Rextrct <b>ADJ95 (R23-R26)</b>	<p style="text-align: center; font-size: 2em; font-weight: bold;">7</p> Adj Pulls to SW by 11:30 am Nn/Nt Derr/Dcon/Rextrct Nt: hr-phr2giv	<p style="text-align: center; font-size: 2em; font-weight: bold;">8</p> Nn/Nt Derr/Dcon/Rextrct 2 pm MTE (GI) <b>ADJ96 (R15-R26)</b> Nt: Hr/Rs/Dov/Prf/Lv/Clc Nt: hr-phr2giv	<p style="text-align: center; font-size: 2em; font-weight: bold;">9</p> Adj Pulls to SW by 11:30 am Nn/Nt Derr/Dcon/Rextrct Nt: Hr/Rs/Dov/Prf/Lv/Clc Nt: hr-phr2giv  <div style="border: 1px solid black; padding: 2px; text-align: center; font-size: small;">No R25 Adjustment Entry</div>	<p style="text-align: center; font-size: 2em; font-weight: bold;">10</p> Noon Derr/Dcon/Rextrct	<p style="text-align: center; font-size: 2em; font-weight: bold;">11</p> RUN R25 & REPORTS																																																																																										
<p style="text-align: center; font-size: 2em; font-weight: bold;">12</p>	<p style="text-align: center; font-size: 2em; font-weight: bold;">13</p> Run Personnel Error Rpts	<p style="text-align: center; font-size: 2em; font-weight: bold;">14</p> R25 Pulls to SW by Noon <b>ADJ97 (R23-R26)</b>	<p style="text-align: center; font-size: 2em; font-weight: bold;">15</p> Adj Pulls to SW by 11:30 am	<p style="text-align: center; font-size: 2em; font-weight: bold;">16</p> Run Intl Phptime R26 Nn/Nt Derr/Dcon/Rextrct <b>ADJ98 (R23-R26)</b>  <div style="border: 1px solid black; padding: 2px; text-align: center; font-size: small;">No R01-R14 LRs</div>	<p style="text-align: center; font-size: 2em; font-weight: bold;">17</p> Fin Aid Feed - No R24-R25 Adj/LR Entry until 10 am Adj Pulls to SW by 11:30 am Nn/Nt Derr/Dcon/Rextrct Nt: hr-phr2giv R25 PAYDAY	<p style="text-align: center; font-size: 2em; font-weight: bold;">18</p> R26 PP END Nn/Nt Derr/Dcon/Rextrct																																																																																										
<p style="text-align: center; font-size: 2em; font-weight: bold;">19</p>	<p style="text-align: center; font-size: 2em; font-weight: bold;">20</p> Nn/Nt Derr/Dcon/Rextrct 2 pm MTE (GI) Nt: Hr/Rs/Dov/Prf/Lv/Clc Nt: hr-phr2giv <b>ADJ99 (CY10 R15-R26)</b>	<p style="text-align: center; font-size: 2em; font-weight: bold;">21</p> No Labor Redistrib Entry until Further Notice Adj Pulls to SW by 11:30 am Nn/Nt Derr/Dcon/Rextrct Nt: Hr/Rs/Dov/Prf/Lv/Clc Nt: hr-phr2giv  <div style="border: 1px solid black; padding: 2px; text-align: center; font-size: small;">No R26 Adjustment Entry</div>	<p style="text-align: center; font-size: 2em; font-weight: bold;">22</p> Noon/Derr/Dcon/Rextrct	<p style="text-align: center; font-size: 2em; font-weight: bold;">23</p> HOLIDAY RUN R26 & REPORTS (Starting at 12:30 am)	<p style="text-align: center; font-size: 2em; font-weight: bold;">24</p> CHRISTMAS HOLIDAY	<p style="text-align: center; font-size: 2em; font-weight: bold;">25</p>																																																																																										
<p style="text-align: center; font-size: 2em; font-weight: bold;">26</p>	<p style="text-align: center; font-size: 2em; font-weight: bold;">27</p> R26 Pulls to SW by 10 am <b>ADJ100 (R23-R26)</b>	<p style="text-align: center; font-size: 2em; font-weight: bold;">28</p> Regulatory Tax Updates - No Outage Required HR Regulatory Release (Tentative) Adj Pulls to SW by 9 am	<p style="text-align: center; font-size: 2em; font-weight: bold;">29</p> Run Month End Reports	<p style="text-align: center; font-size: 2em; font-weight: bold;">30</p> HOLIDAY	<p style="text-align: center; font-size: 2em; font-weight: bold;">31</p> NEW YEAR'S HOLIDAY R26 PAYDAY	<div style="border: 1px solid black; padding: 2px; text-align: center; font-size: small;">HOLIDAY CLOSURE (Tentative)</div>																																																																																										