

# January 2009

## HR Processing Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday																																																																													
<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;">                     December 08  <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>31</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					<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;">                     February 09  <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>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> </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		<b>1</b> No Labor Redistribution Entry Until 2008 W-2 Processing Completed NEW YEAR'S HOLIDAY	<b>2</b> HOLIDAY R01 PAYDAY	<b>3</b> R02 PP END
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<b>4</b>	<b>5</b> Run Intl Phptime R02 Nn/Nt Derr/Dcon/Rextrct <b>ADJ01 (R01-R03)</b>  <div style="border: 1px solid black; padding: 2px; font-size: small;">LRGP Refresh (Tentative)</div>	<b>6</b> Adj Pulls to SW by 11:30 am Nn/Nt Derr/Dcon/Rextrct <b>CY08 W2_1 ADJ Run (2008 R01-R26) (No LR's) Use 12/31/08 history/posting override date</b> Nt: hr-phr2giv	<b>7</b> Adj Pulls to SW by 11:30 am Nn/Nt Derr/Dcon/Rextrct 2 pm MTE (GI) <b>ADJ02 (R01-R03)</b> Nt: Hr/Rs/Dov/Prf/Lv/Clc Nt: hr-phr2giv	<b>8</b> Fin Aid Feed - No R01 Adj Entry until 10 am CY08 W2_2 ADJ Run (2008 R01-R26 & CY09 R03) (No LR's) Use 12/31/08 history/posting override date 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; font-size: small; text-align: center;">No R02 Adjustment or LR Entry</div>	<b>9</b> Adj Pulls to SW by 11:30 am Noon Derr/Dcon/Rextrct	<b>10</b> RUN R02 & REPORTS																																																																													
<b>11</b>	<b>12</b> Run Personnel Error Rpts <b>Run CY08 Quarter End Reports (Tentative)</b>	<b>13</b> R02 Pulls to SW by Noon <b>ADJ03 (R01-R03)</b>	<b>14</b> Adj Pulls to SW by 11:30 am	<b>15</b> <b>ADJ04 (R01-R03)</b>	<b>16</b> <b>Run Intl Phptime R03</b> Adj Pulls to SW by 11:30 am Nn/Nt Derr/Dcon/Rextrct R02 PAYDAY <b>2008 W-2 Processing (Tentative)</b>	<b>17</b> R03 PP END Nn/Nt Derr/Dcon/Rextrct																																																																													
<b>18</b>	<b>19</b> MARTIN LUTHER KING, JR DAY IN CELEBRATION OF ALASKA CIVIL RIGHTS HOLIDAY - UA OFFICES CLOSED	<b>20</b> Nn/Nt Derr/Dcon/Rextrct Nt: hr-phr2giv	<b>21</b> Nn/Nt Derr/Dcon/Rextrct 2 pm MTE (GI) <b>ADJ05 (R01-R04)</b> Nt: Hr/Rs/Dov/Prf/Lv/Clc Nt: hr-phr2giv	<b>22</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; font-size: small; text-align: center;">No R03 Adjustment or LR Entry</div>	<b>23</b> Noon Derr/Dcon/Rextrct	<b>24</b> RUN R03 & REPORTS																																																																													
<b>25</b>	<b>26</b>	<b>27</b> R03 Pulls to SW by Noon <b>ADJ06 (R01-R04)</b>	<b>28</b> Adj Pulls to SW by 11:30 am	<b>29</b> <b>ADJ07 (R01-R04)</b>	<b>30</b> Adj Pulls to SW by 11:30 am R03 PAYDAY Run Month End Reports	<b>31</b> R04 PP END																																																																													

# February 2009

## HR Processing Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>1</b>	<b>2</b> Run Intl Phptime R04 Nn/Nt Derr/Dcon/Rextrct <b>ADJ08 (R02-R05)</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>ADJ09 (R01-R05)</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 R04 Adjustment or LR Entry</div>	<b>6</b> Noon Derr/Dcon/Rextrct	<b>7</b> RUN R04 & REPORTS <b>Annual Leave Roll</b>
<b>8</b>	<b>9</b> Run Personnel Error Rpts	<b>10</b> R04 Pulls to SW by Noon <b>ADJ10 (R02-R05)</b>	<b>11</b> Adj Pulls to SW by 11:30 am	<b>12</b> <b>ADJ11 (CY08 LRs R15-R26 &amp; CY09 R02-R05)</b>  <div style="border: 1px solid black; padding: 2px; text-align: center;">No R15-R26 Adjs</div>	<b>13</b> Fin Aid Feed - No R02-R04 Adj Entry Until 10 am Adj Pulls to SW by 11:30 am R04 PAYDAY	<b>14</b> R05 PP END
<b>15</b>	<b>16</b> Run Intl Phptime R05 Nn/Nt Derr/Dcon/Rextrct <b>ADJ12 (R03-R06)</b>	<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>ADJ13 (R01-R06)</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 R05 Adjustment or LR Entry</div>	<b>20</b> Noon Derr/Dcon/Rextrct	<b>21</b> RUN R05 & REPORTS
<b>22</b>	<b>23</b>	<b>24</b> R05 Pulls to SW by Noon <b>ADJ14 (R03-R06)</b>	<b>25</b> Adj Pulls to SW by 11:30 am <b>Regional CY2005 W-2c Info to SW</b>	<b>26</b> <b>ADJ15 (R03-R06)</b>	<b>27</b> Adj Pulls to SW by 11:30 am R05 PAYDAY Run Month End Reports	<b>28</b> R06 PP END

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March						
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29	30	31				

# March 2009

## HR Processing Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>1</b>	<b>2</b> Run Intl Phptime R06 Nn/Nt Derr/Dcon/Rextrct <b>ADJ16 (R04-R07)</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>ADJ17 (R01-R07)</b> Nt: Hr/Rs/Dov/Prf/Lv/Clc Nt: hr-phr2giv	<b>5</b> Adj Pulls to SW by 11:30 am Nt: Hr/Rs/Dov/Prf/Lv/Clc Nn/Nt Derr/Dcon/Rextrct Nt: hr-phr2giv	<b>6</b> Noon Derr/Dcon/Rextrct	<b>7</b> RUN R06 & REPORTS
				No R06 Adjustment Entry		
<b>8</b>	<b>9</b> Run Personnel Error Rpts Tax Table Updates	<b>10</b> R06 Pulls to SW by Noon <b>ADJ18 (R04-R07)</b>	<b>11</b> Adj Pulls to SW by 11:30 am <b>ADJ19 (R04-R07)</b>	<b>12</b> Adj Pulls to SW by 11:30 am 1042's Due to Be Mailed	<b>13</b> SPRING RECESS HOLIDAY R06 PAYDAY	<b>14</b> R07 PP END
<b>15</b>	<b>16</b> Run Intl Phptime R07 Nn/Nt Derr/Dcon/Rextrct <b>ADJ20 (R05-R08)</b>	<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>ADJ21 (R01-R08)</b> Nt: Hr/Rs/Dov/Prf/Lv/Clc Nt: hr-phr2giv	<b>19</b> <b>Fin Aid Feed - No R05-R06 Adj Entry Until 10 am</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>20</b> <b>UAS Spring Recess Holiday</b> Noon Derr/Dcon/Rextrct	<b>21</b> RUN R07 & REPORTS
				No R07 Adjustment Entry		
<b>22</b>	<b>23</b>	<b>24</b> R07 Pulls to SW by Noon <b>ADJ22 (R05-R08)</b>	<b>25</b> Adj Pulls to SW by 11:30 am	<b>26</b> <b>ADJ23 (CY08 LR's R15- R26 &amp; CY09 R05-R08)</b>	<b>27</b> Adj Pulls to SW by 11:30 am R07 PAYDAY	<b>28</b> R08 PP END
SGHE Summit				No R15-R26 Adjs		
<b>29</b>	<b>30</b> Run Intl Phptime R08 Nn/Nt Derr/Dcon/Rextrct <b>ADJ24 (R06-R09)</b>	<b>31</b> Adj Pulls to SW by 11:30 am Nn/Nt Derr/Dcon/Rextrct Nt: hr-phr2giv Run Month End Reports Run Quarter End Reports				

February						
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April						
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# April 2009

## HR Processing Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday																																																																																																									
			<b>1</b> Nn/Nt Derr/Dcon/Rextrct 2 pm MTE (GI) <b>ADJ25 (R01-R09)</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 R08 & REPORTS																																																																																																									
				No R08 Adjustment Entry																																																																																																											
<b>5</b>	<b>6</b>	<b>7</b> R08 Pulls to SW by Noon <b>ADJ26 (R06-R09)</b>	<b>8</b> Adj Pulls to SW by 11:30 am	<b>9</b> <b>ADJ27 (R06-R09)</b>	<b>10</b> <b>Fin Aid Feed - No R07-R08</b> <b>Adj/LR Entry until 10 am</b> Adj Pulls to SW by 11:30 am R08 PAYDAY	<b>11</b> R09 PP END																																																																																																									
<b>12</b>	<b>13</b> Run Intl Phptime R09 Nn/Nt Derr/Dcon/Rextrct <b>ADJ28 (R07-R10)</b>	<b>14</b> Adj Pulls to SW by 11:30 am Nn/Nt Derr/Dcon/Rextrct Nt: hr-phr2giv	<b>15</b> <b>Open Enrollment Begins</b> Nn/Nt Derr/Dcon/Rextrct 2 pm MTE (GI) <b>ADJ29 (R01-R10)</b> Nt: Hr/Rs/Dov/Prf/Lv/Clc Nt: hr-phr2giv	<b>16</b> <b>Fin Aid Feed - No R02-R06</b> <b>Adj/LR Entry until 10 am</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 R09 & REPORTS																																																																																																									
				No R09 Adjustment Entry																																																																																																											
<b>19</b> PROD Outage for 7.2.8 Banner Upgrade	<b>20</b> Run Personnel Error Rpts	<b>21</b> R09 Pulls to SW by Noon <b>ADJ30 (R07-R10)</b>	<b>22</b> Adj Pulls to SW by 11:30 am	<b>23</b> <b>ADJ31 (CY08 LRs R15-R26 &amp; CY09 R07-R10)</b>	<b>24</b> Adj Pulls to SW by 11:30 am R09 PAYDAY	<b>25</b> R10 PP END																																																																																																									
				No R15-R26 Adjs																																																																																																											
<b>26</b>	<b>27</b> Run Intl Phptime R10 Nn/Nt Derr/Dcon/Rextrct <b>ADJ32 (R08-R11)</b> <b>FY09 Salary Schedule Roll</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>ADJ33 (R01-R11)</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	<table border="1" style="display: inline-table; margin-right: 20px;"> <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>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="display: inline-table;"> <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 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> <tr><td>31</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </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					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						
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# May 2009

## HR Processing Calendar

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<b>3</b>	<b>4</b>	<b>5</b> R10 Pulls to SW by Noon <b>ADJ34 (R08-R11)</b>	<b>6</b> Adj Pulls to SW by 11:30 am	<b>7</b> <b>ADJ35 (R08-R11)</b>	<b>8</b> Adj Pulls to SW by 11:30 am R10 PAYDAY	<b>9</b> R11 PP END
<b>10</b>	<b>11</b> Run Intl Phptime R11 Nn/Nt Derr/Dcon/Rextrct <b>ADJ36 (R09-R12)</b>	<b>12</b> Adj Pulls to SW by 11:30 am Nn/Nt Derr/Dcon/Rextrct Nt: hr-phr2giv	<b>13</b> Nn/Nt Derr/Dcon/Rextrct 2 pm MTE (GI) <b>ADJ37 (R01-R12)</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  <span style="border: 1px solid black; padding: 2px;">No R11 Adjustment Entry</span>	<b>15</b> <span style="border: 1px solid black; padding: 2px;">Open Enrollment Selection Period Ends</span> Noon Derr/Dcon/Rextrct	<b>16</b> RUN R11 & REPORTS
<b>17</b> <span style="border: 1px solid black; padding: 2px;">Emergency Testing Day - Intermittent Power &amp; System Outages</span>	<b>18</b> Run Personnel Error Rpts	<b>19</b> R11 Pulls to SW by Noon <b>ADJ38 (R09-R12)</b>	<b>20</b> Adj Pulls to SW by 11:30 am	<b>21</b> <b>ADJ39 (CY08 LRs R15-R26 &amp; CY09 R09-R12)</b>  <span style="border: 1px solid black; padding: 2px;">No R15-R26 Adjs</span>	<b>22</b> <b>Run Intl Phptime R12</b> Adj Pulls to SW by 11:30 am Nn/Nt Derr/Dcon/Rextrct R11 PAYDAY	<b>23</b> R12 PP END Nn/Nt Derr/Dcon/Rextrct
<b>24</b>	<b>25</b> <span style="border: 1px solid black; padding: 2px;">MEMORIAL DAY HOLIDAY</span>	<b>26</b> Nn/Nt Derr/Dcon/Rextrct Nt: hr-phr2giv	<b>27</b> Nn/Nt Derr/Dcon/Rextrct 2 pm MTE (GI) <b>ADJ40 (R01-R13)</b> Nt: Hr/Rs/Dov/Prf/Lv/Clc Nt: hr-phr2giv	<b>28</b> <span style="border: 1px solid black; padding: 2px;">Fin Aid Feed - No R09-R11 Adj/LR Entry until 10 am</span> Adj Pulls to SW by 11:30 am Nn/Nt Derr/Dcon/Rextrct Nt: Hr/Rs/Dov/Prf/Lv/Clc/2giv Regional CY2006-2008 W-2c Info to SW  <span style="border: 1px solid black; padding: 2px;">No R12 Adj Entry</span>	<b>29</b> <b>Open Enrollment Non-Health Care Entry Deadline</b> Noon Derr/Dcon/Rextrct	<b>30</b> RUN R12 & REPORTS
<b>31</b>						

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# June 2009

## HR Processing Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	<b>1</b> Run Month End Reports	<b>2</b> R12 Pulls to SW by Noon <b>ADJ41 (R10-R13)</b>  <b>Begin OE Health Care Entry</b>	<b>3</b> Adj Pulls to SW by 11:30 am	<b>4</b> <b>ADJ42 (R10-R13)</b>	<b>5</b> Adj Pulls to SW by 11:30 am R12 PAYDAY	<b>6</b> R13 PP END
	LRGP Refresh					
<b>7</b>	<b>8</b> Run Intl Phptime R13 Nn/Nt Derr/Dcon/Rextrct <b>ADJ43 (R11-R14)</b>	<b>9</b> Adj Pulls to SW by 11:30 am Nn/Nt Derr/Dcon/Rextrct Nt: hr-phr2giv	<b>10</b> Adj Pulls to SW by 11:30 am Nn/Nt Derr/Dcon/Rextrct 2 pm MTE (GI) <b>ADJ44 (R01-R14)</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 <b>Preliminary FY10 Job Roll Reports w/Increases Available</b>	<b>12</b> <b>OE Health Care Data Entry Deadline</b> Noon Derr/Dcon/Rextrct	<b>13</b> RUN R13 & REPORTS
				No R13 Adjustment Entry		
<b>14</b>	<b>15</b> Run Personnel Error Rpts	<b>16</b> R13 Pulls to SW by Noon <b>ADJ45 (R11-R14)</b>	<b>17</b> Adj Pulls to SW by 11:30 am	<b>18</b> <b>ADJ46 (CY08 LRs R15-R26 &amp; CY09 R11-R14)</b>	<b>19</b> <b>Fin Aid Feed - No R12-R13 Adj/LR Entry until 10 am</b> Adj Pulls to SW by 11:30 am R13 PAYDAY <b>Preliminary FY10 Non-increase Job Roll Reports Available</b>	<b>20</b> <b>Last Day for FY09 Personal Holiday Use</b> R14 PP END
				No R15-R26 ADJ's		
				Last LR Run for CY08		
<b>21</b>	<b>22</b> Run Intl Phptime R14 Nn/Nt Derr/Dcon/Rextrct <b>ADJ47 (R11-R14)</b>	<b>23</b> Adj Pulls to SW by 11:30 am Nn/Nt Derr/Dcon/Rextrct Nt: hr-phr2giv	<b>24</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>25</b> <b>Limited Personnel Data Entry - FY10 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>26</b> <b>Restricted Personnel Data Entry - FY10 Job Roll (for ECLSs without pay increases)</b> Noon Derr/Dcon/Rextrct	<b>27</b> RUN R14 & REPORTS
				No R14 Adjustment Entry		
<b>28</b>	<b>29</b> Prior FY Voided Checks to SW	<b>30</b> R14 Pulls to SW by Noon <b>Final FY09 Adjustment ADJ49 (FY09 R10-R14)</b> <b>No NBAPOSN/PBUD Entry</b> <b>FY10 Budget Roll to Zero</b>				

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# July 2009

## HR Processing Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday																																																																																																								
<table border="1" style="margin: 10px auto; border-collapse: collapse; text-align: center;"> <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>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>	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					<table border="1" style="margin: 10px auto; border-collapse: collapse; text-align: center;"> <tr><th colspan="7">August</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</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>	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						<p style="text-align: center; font-size: 2em; font-weight: bold;">1</p> <p>Adj Pulls to SW by 11:30 am  <b>No NBAPOS/PBUD Entry</b>            Run Month End Reports            Run Quarter End Reports  <b>FY10 Budget Activation</b>  <b>FY10 Wrking Bdg Load</b>  <b>FY10 SB/Ret Rate Updates</b></p>	<p style="text-align: center; font-size: 2em; font-weight: bold;">2</p> <p style="text-align: center; background-color: #cccccc;">HOLIDAY</p> <p>Posn/PCLS Movement to SC            Trans Step 2</p>	<p style="text-align: center; font-size: 2em; font-weight: bold;">3</p> <p style="text-align: center;">INDEPENDENCE DAY  <b>HOLIDAY</b></p> <p>R14 PAYDAY</p>	<p style="text-align: center; font-size: 2em; font-weight: bold;">4</p> <p>R15 PP END</p>
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<p style="text-align: center; font-size: 2em; font-weight: bold;">5</p> <p><b>First Day for FY10 Personal Holiday Use</b></p>	<p style="text-align: center; font-size: 2em; font-weight: bold;">6</p> <p>Run Intl Phptime R15            Nn/Nt Derr/Dcon/Rextrct  <b>ADJ50 (FY10 R15-R16 Payroll Adjs Only)</b>  <b>FY10 Future Job Change Rpts Available</b></p> <p style="text-align: center; background-color: #cccccc;">No LRs Allowed</p>	<p style="text-align: center; font-size: 2em; font-weight: bold;">7</p> <p>Adj Pulls to SW by 11:30 am            Nn/Nt Derr/Dcon/Rextrct            Nt: hr-phr2giv</p>	<p style="text-align: center; font-size: 2em; font-weight: bold;">8</p> <p>Nn/Nt Derr/Dcon/Rextrct            2 pm MTE (GI)  <b>FY10 Personal Holiday Leave Accrual</b>  <b>ADJ51 (FY10 R15-R16)</b>            Nt: Hr/Rs/Dov/Prf/Lv/Clc            Nt: hr-phr2giv</p>	<p style="text-align: center; font-size: 2em; font-weight: bold;">9</p> <p>Adj Pulls to SW by 11:30 am            Nn/Nt Derr/Dcon/Rextrct  <b>ADJ52 FINAL FY09 LR Run (R01-R14) at FY09 Rates</b>            Use 6/30/09 post date            Nt: Hr/Rs/Dov/Prf/Lv/Clc/2giv</p> <p style="text-align: center; background-color: #cccccc;">No R15 Adjustment Entry or LRs</p>	<p style="text-align: center; font-size: 2em; font-weight: bold;">10</p> <p style="text-align: center;">Restricted Personnel Data Entry -  <b>FY10 Fut Job Recs Update</b></p> <p style="text-align: center;">Fin Aid Feed - No R14 Adj Entry            Until 10 am</p> <p>Adj Pulls to SW by 11:30 am            Noon Derr/Dcon/Rextrct</p>	<p style="text-align: center; font-size: 2em; font-weight: bold;">11</p> <p>RUN R15 &amp; REPORTS</p>																																																																																																								
No R01-R14 Payroll Adj Entry (LR Entry Only)																																																																																																														
<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> <p>Run Personnel Error Rpts  <b>Local 6070 Leave Bank Update Reports and JV Prep</b></p>	<p style="text-align: center; font-size: 2em; font-weight: bold;">14</p> <p>R15 Pulls to SW by Noon  <b>ADJ53 (FY10 R15-R16)</b></p>	<p style="text-align: center; font-size: 2em; font-weight: bold;">15</p> <p>Adj Pulls to SW by 11:30 am  <b>ADJ54 (FY09 R15 LRs) - Labor Redistributions Only at FY10 Rates (Tentative)</b>            Use 6/30/09 post date</p>	<p style="text-align: center; font-size: 2em; font-weight: bold;">16</p> <p style="text-align: center;">Fin Aid Feed - No R15  <b>Adj Entry Until 9 a.m.</b></p> <p>Adj Pulls to SW by 11:30 am  <b>ADJ55 (FY10 R15-R16)</b></p>	<p style="text-align: center; font-size: 2em; font-weight: bold;">17</p> <p>Adj Pulls to SW by 11:30 am            R15 PAYDAY  <b>FY09 Finance Close (Tentative)</b></p>	<p style="text-align: center; font-size: 2em; font-weight: bold;">18</p> <p>R16 PP END</p>																																																																																																								
<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> <p>Run Intl Phptime R16            Nn/Nt Derr/Dcon/Rextrct  <b>ADJ56 (FY10 R15-R17)</b></p>	<p style="text-align: center; font-size: 2em; font-weight: bold;">21</p> <p>Adj Pulls to SW by 11:30 am            Nn/Nt Derr/Dcon/Rextrct            Nt: hr-phr2giv</p>	<p style="text-align: center; font-size: 2em; font-weight: bold;">22</p> <p>Nn/Nt Derr/Dcon/Rextrct            2 pm MTE (GI)  <b>ADJ57 (FY10 R15-R17)</b>            Nt: Hr/Rs/Dov/Prf/Lv/Clc            Nt: hr-phr2giv</p> <p style="text-align: center; background-color: #cccccc;">No R11-R14 LRs</p>	<p style="text-align: center; font-size: 2em; font-weight: bold;">23</p> <p>Adj Pulls to SW by 11:30 am            Nn/Nt Derr/Dcon/Rextrct            Nt: Hr/Rs/Dov/Prf/Lv/Clc            Nt: hr-phr2giv</p> <p style="text-align: center; background-color: #cccccc;">No R16 Adjustment Entry</p>	<p style="text-align: center; font-size: 2em; font-weight: bold;">24</p> <p>Noon Derr/Dcon/Rextrct</p>	<p style="text-align: center; font-size: 2em; font-weight: bold;">25</p> <p>RUN R16 &amp; REPORTS</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>	<p style="text-align: center; font-size: 2em; font-weight: bold;">28</p> <p>R16 Pulls to SW by Noon  <b>ADJ58 (FY10 R15-R17)</b></p>	<p style="text-align: center; font-size: 2em; font-weight: bold;">29</p> <p>Adj Pulls to SW by 11:30 am</p>	<p style="text-align: center; font-size: 2em; font-weight: bold;">30</p> <p><b>ADJ59 (R15-R17&amp; CY09 R01-R14 Payroll Adjs Only)</b></p>	<p style="text-align: center; font-size: 2em; font-weight: bold;">31</p> <p>Adj Pulls to SW by 11:30 am            R16 PAYDAY            Run Month End Reports</p>																																																																																																									

# August 2009

## HR Processing Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						<b>1</b> R17 PP END
<b>2</b>	<b>3</b> Run Intl Phptime R17 Nn/Nt Derr/Dcon/Rextrct <b>ADJ60 (R15-R18)</b>	<b>4</b> Adj Pulls to SW by 11:30 am Nn/Nt Derr/Dcon/Rextrct Nt: hr-phr2giv	<b>5</b> Nn/Nt Derr/Dcon/Rextrct 2 pm MTE (GI) <b>ADJ61 (R15-R18)</b> Nt: Hr/Rs/Dov/Prf/Lv/Clc Nt: hr-phr2giv	<b>6</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>7</b> Noon Derr/Dcon/Rextrct	<b>8</b> RUN R17 & REPORTS
<b>9</b>	<b>10</b> Run Personnel Error Rpts	<b>11</b> R17 Pulls to SW by Noon <b>ADJ62 (R15-R18)</b>	<b>12</b> Adj Pulls to SW by 11:30 am	<b>13</b> <b>ADJ63 (R15-R18)</b>	<b>14</b> <div style="border: 1px solid black; padding: 2px;">Fin Aid Feed - No R15-R17 Adj/LR Entry until 10 am</div> Adj Pulls to SW by 11:30 am R17 PAYDAY	<b>15</b> R18 PP END
<b>16</b>	<b>17</b> Run Intl Phptime R18 Nn/Nt Derr/Dcon/Rextrct <b>ADJ64 (R16-R19)</b>	<b>18</b> Adj Pulls to SW by 11:30 am Nn/Nt Derr/Dcon/Rextrct Nt: hr-phr2giv	<b>19</b> Nn/Nt Derr/Dcon/Rextrct 2 pm MTE (GI) <b>ADJ65 (R15-R19)</b> Nt: Hr/Rs/Dov/Prf/Lv/Clc Nt: hr-phr2giv	<b>20</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 R18 Adjustment Entry</div>	<b>21</b> Noon Derr/Dcon/Rextrct	<b>22</b> RUN R18 & REPORTS
<b>23</b>	<b>24</b>	<b>25</b> R18 Pulls to SW by Noon <b>ADJ66 (R16-R19)</b>	<b>26</b> Adj Pulls to SW by 11:30 am	<b>27</b> <b>ADJ67 (CY09 R01-R14 Adjs &amp; CY09 R16-R19)</b> <div style="border: 1px solid black; padding: 2px; text-align: center;">No R01-R14 LRs</div>	<b>28</b> Adj Pulls to SW by 11:30 am R18 PAYDAY <b>Undeliverable CY2008 W-2s to SW</b>	<b>29</b> R19 PP END
<b>30</b>	<b>31</b> Run Intl Phptime R19 Nn/Nt Derr/Dcon/Rextrct <b>ADJ68 (R17-R20)</b>					

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September						
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# September 2009

## HR Processing Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday																																																																																																																							
		<b>1</b> Adj Pulls to SW by 11:30 am Nn/Nt Derr/Dcon/Rextrct Nt: hr-phr2giv Run Month End Reports	<b>2</b> Nn/Nt Derr/Dcon/Rextrct 2 pm MTE (GI) <b>ADJ69 (R15-R20)</b> Nt: Hr/Rs/Dov/Prf/Lv/Clc Nt: hr-phr2giv	<b>3</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>4</b> Noon Derr/Dcon/Rextrct	<b>5</b> RUN R19 & REPORTS																																																																																																																							
				No R19 Adjustment Entry																																																																																																																									
<b>6</b>	<b>7</b> LABOR DAY HOLIDAY	<b>8</b> R19 Pulls to SW by Noon <b>ADJ70 (R17-R20)</b>	<b>9</b> Adj Pulls to SW by 11:30 am	<b>10</b> <b>ADJ71 (R17-R20)</b>	<b>11</b> <b>Fin Aid Feed - No R18-R19</b> <b>Adj/LR Entry until 10 am</b> Adj Pulls to SW by 11:30 am R19 PAYDAY	<b>12</b> R20 PP END																																																																																																																							
<b>13</b>	<b>14</b> Run Intl Phptime R20 Nn/Nt Derr/Dcon/Rextrct <b>ADJ72 (R18-R21)</b>	<b>15</b> Adj Pulls to SW by 11:30 am Nn/Nt Derr/Dcon/Rextrct Nt: hr-phr2giv	<b>16</b> Nn/Nt Derr/Dcon/Rextrct 2 pm MTE (GI) <b>ADJ73 (R15-R21)</b> Nt: Hr/Rs/Dov/Prf/Lv/Clc Nt: hr-phr2giv	<b>17</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>18</b> Noon Derr/Dcon/Rextrct	<b>19</b> RUN R20 & REPORTS																																																																																																																							
				No R20 Adjustment Entry																																																																																																																									
<b>20</b>	<b>21</b> Run Personnel Error Rpts	<b>22</b> R20 Pulls to SW by Noon <b>ADJ74 (R18-R21)</b>	<b>23</b> Adj Pulls to SW by 11:30 am	<b>24</b> <b>ADJ75 (CY09 R01-R14</b> <b>Adjs &amp; CY09 R18-R21)</b>	<b>25</b> Adj Pulls to SW by 11:30 am R20 PAYDAY <b>Regional CY2006-2008</b> <b>W-2c Info to SW</b>	<b>26</b> R21 PP END																																																																																																																							
				No R01-R14 LRs																																																																																																																									
<b>27</b>	<b>28</b> Run Intl Phptime R21 Nn/Nt Derr/Dcon/Rextrct <b>ADJ76 (R19-R22)</b>	<b>29</b> Adj Pulls to SW by 11:30 am Nn/Nt Derr/Dcon/Rextrct Nt: hr-phr2giv	<b>30</b> Nn/Nt Derr/Dcon/Rextrct 2 pm MTE (GI) <b>ADJ77 (R15-R22)</b> Nt: Hr/Rs/Dov/Prf/Lv/Clc Nt: hr-phr2giv	<table border="1" style="display: inline-table; margin-right: 20px;"> <thead> <tr><th colspan="7">August</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> <table border="1" style="display: inline-table;"> <thead> <tr><th colspan="7">October</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></td><td></td><td></td><td></td><td></td><td></td><td>2</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></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>		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						October							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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# October 2009

## HR Processing Calendar

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<b>4</b>	<b>5</b>	<b>6</b> R21 Pulls to SW by Noon <b>ADJ78 (R19-R22)</b>	<b>7</b> Adj Pulls to SW by 11:30 am	<b>8</b> <b>ADJ79 (R19-R22)</b>	<b>9</b> <b>Fin Aid Feed - No R20-R21</b> <b>Adj/LR Entry until 10 am</b> Adj Pulls to SW by 11:30 am R21 PAYDAY	<b>10</b> R22 PP END																																																																																																				
<b>11</b> Fin Aid PROD Upgrade 7.15	<b>12</b> Run Intl Phptime R22 Nn/Nt Derr/Dcon/Rextrct <b>ADJ80 (R20-R23)</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>ADJ81 (R15-R23)</b> Nt: Hr/Rs/Dov/Prf/Lv/Clc Nt: hr-phr2giv	<b>15</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>16</b> Noon Derr/Dcon/Rextrct	<b>17</b> RUN R22 & REPORTS																																																																																																				
<b>18</b> Workflow PROD Upgrade 4.4.2	<b>19</b> Run Personnel Error Rpts	<b>20</b> R22 Pulls to SW by Noon <b>ADJ82 (R20-R23)</b>	<b>21</b> Adj Pulls to SW by 11:30 am	<b>22</b> <b>ADJ83 (CY09 R01-R14</b> <b>Adjs &amp; CY09 R20-R23)</b> <div style="border: 1px solid black; padding: 2px; text-align: center;">No R01-R14 LRs</div>	<b>23</b> Adj Pulls to SW by 11:30 am R22 PAYDAY	<b>24</b> R23 PP END																																																																																																				
<b>25</b> Student PROD Upgrade 7.5 & 7.6	<b>26</b> Run Intl Phptime R23 Nn/Nt Derr/Dcon/Rextrct <b>ADJ84 (R21-R24)</b>	<b>27</b> Adj Pulls to SW by 11:30 am Nn/Nt Derr/Dcon/Rextrct <b>UAFT Leave Bank Update</b> Nt: hr-phr2giv	<b>28</b> Nn/Nt Derr/Dcon/Rextrct 2 pm MTE (GI) <b>ADJ85 (R15-R24)</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 <div style="border: 1px solid black; padding: 2px; text-align: center;">No R23 Adjustment Entry</div>	<b>30</b> Noon Derr/Dcon/Rextrct	<b>31</b> RUN R23 & REPORTS																																																																																																				

# November 2009

## HR Processing Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday																																																																																																		
<b>1</b>	<b>2</b> Run Month End Reports	<b>3</b> R23 Pulls to SW by Noon <b>ADJ86 (R21-R24)</b>	<b>4</b> Adj Pulls to SW by 11:30 am	<b>5</b> <b>ADJ87 (CY09 R01-R14 Adjs &amp; CY09 R21-R24)</b>  <div style="border: 1px solid black; padding: 2px; text-align: center;">No R01-R14 LRs</div>	<b>6</b> <b>Fin Aid Feed - No R22-R23 Adj/LR Entry until 10 am</b> Adj Pulls to SW by 11:30 am R23 PAYDAY	<b>7</b> R24 PP END																																																																																																		
<b>8</b>	<b>9</b> Run Intl Phptime R24 Nn/Nt Derr/Dcon/Rextrct <b>ADJ88 (R22-R25)</b>	<b>10</b> Adj Pulls to SW by 11:30 am Nn/Nt Derr/Dcon/Rextrct Nt: hr-phr2giv	<b>11</b> Nn/Nt Derr/Dcon/Rextrct 2 pm MTE (GI) <b>ADJ89 (R15-R25)</b> Nt: Hr/Rs/Dov/Prf/Lv/Clc Nt: hr-phr2giv	<b>12</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 R24 Adjustment Entry</div>	<b>13</b> Noon Derr/Dcon/Rextrct	<b>14</b> RUN R24 & REPORTS																																																																																																		
<b>15</b>	<b>16</b> Run Personnel Error Rpts <b>L6070 Step Increase Prelim- inary Report</b>	<b>17</b> R24 Pulls to SW by Noon <b>ADJ90 (R22-R25)</b> Nt: hr-step-job-exists	<b>18</b> Adj Pulls to SW by 11:30 am	<b>19</b> <b>Run Intl Phptime R25</b> Nn/Nt Derr/Dcon/Rextrct	<b>20</b> <b>Nn/Nt Derr/Dcon/Rextrct</b> Nt: hr-phr2giv R24 PAYDAY	<b>21</b> R25 PP END <b>Nn/Nt Derr/Dcon/Rextrct</b> L6070 Step Increase Process																																																																																																		
<b>22</b>	<b>23</b> Nn/Nt Derr/Dcon/Rextrct 2 pm MTE (GI) <b>ADJ91 (R23-R26)</b> Nt: Hr/Rs/Dov/Prf/Lv/Clc Nt: hr-phr2giv	<b>24</b> Adj Pulls to SW by 11:30 am Nn/Nt Derr/Dcon/Rextrct <b>ADJ92 (R15-R26)</b> Nt: Hr/Rs/Dov/Prf/Lv/Clc Nt: hr-phr2giv	<b>25</b> Adj Pulls to SW by 11:30 am Noon/Derr/Dcon/Rextrct	<b>26</b> THANKSGIVING DAY HOLIDAY  <div style="border: 1px solid black; padding: 2px; text-align: center;">No R25 Adjustment Entry</div>	<b>27</b> HOLIDAY Noon Derr/Dcon/Rextrct	<b>28</b> RUN R25 & REPORTS																																																																																																		
<b>29</b>	<b>30</b> Run Month End Reports	<div style="display: flex; justify-content: space-around; margin-bottom: 10px;"> <table border="1" style="border-collapse: collapse; text-align: center;"> <thead> <tr><th colspan="7">October</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="border-collapse: collapse; text-align: center;"> <thead> <tr><th colspan="7">December</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>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td></tr> </tbody> </table> </div>					October							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	December							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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# December 2009

## HR Processing Calendar

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		<b>1</b> R25 Pulls to SW by Noon <b>ADJ93 (R23-R26)</b>	<b>2</b> Adj Pulls to SW by 11:30 am	<b>3</b> <b>ADJ94 (CY09 R01-R14 Adjs &amp; CY09 R23-R26)</b>  <div style="border: 1px solid black; padding: 2px; text-align: center;">No R01-R14 LRs</div>	<b>4</b> <b>L6070 PCLS/Position Updates</b> <b>Fin Aid Feed - No R24-R25</b> <b>Adj/LR Entry until 10 am</b> Adj Pulls to SW by 11:30 am R25 PAYDAY	<b>5</b> R26 PP END																																																																																																								
<b>6</b>	<b>7</b> Run Intl Phptime R26 Nn/Nt Derr/Dcon/Rextrct <b>ADJ95 (R24-R27)</b>	<b>8</b> Adj Pulls to SW by 11:30 am Nn/Nt Derr/Dcon/Rextrct Nt: hr-phr2giv	<b>9</b> Nn/Nt Derr/Dcon/Rextrct 2 pm MTE (GI) <b>ADJ96 (R15-R26)</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  <div style="border: 1px solid black; padding: 2px; text-align: center;">No R26 Adjustment Entry</div>	<b>11</b> Noon Derr/Dcon/Rextrct	<b>12</b> RUN R26 & REPORTS																																																																																																								
<b>13</b>	<b>14</b> Run Personnel Error Rpts Annual Leave Usage Email	<b>15</b> R26 Pulls to SW by Noon <b>ADJ97 (R24-R27)</b>	<b>16</b> Adj Pulls to SW by 11:30 am	<b>17</b> <b>Run Intl Phptime R27</b> Nn/Nt Derr/Dcon/Rextrct <b>ADJ98 (R24-R27)</b> CY09 W2 File Processing  <div style="border: 1px solid black; padding: 2px; text-align: center;">No R01-R14 LRs</div>	<b>18</b> Adj Pulls to SW by 11:30 am Nn/Nt Derr/Dcon/Rextrct Nt: hr-phr2giv R26 PAYDAY	<b>19</b> R27 PP END Nn/Nt Derr/Dcon/Rextrct																																																																																																								
<b>20</b>	<b>21</b> Nn/Nt Derr/Dcon/Rextrct 2 pm MTE (GI) Nt: Hr/Rs/Dov/Prf/Lv/Clc Nt: hr-phr2giv <b>ADJ99 (CY09 R15-R27)</b>	<b>22</b> <b>No Labor Redistrib Entry until Further Notice</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 R27 Adjustment Entry</div>	<b>23</b> Noon/Derr/Dcon/Rextrct	<b>24</b> HOLIDAY	<b>25</b> CHRISTMAS HOLIDAY	<b>26</b> RUN R27 & REPORTS																																																																																																								
<b>27</b>	<b>28</b> <b>R27 Pulls to SW by 10 am</b> <b>ADJ100 (R24-R27)</b> CY09 W2 File Processing  <div style="border: 1px solid black; padding: 2px; text-align: center;">HOLIDAY CLOSURE</div>	<b>29</b> Regulatory Tax Updates - No Outage Required HR Regulatory Release Adj Pulls to SW by 9 am CY09 W2 File Processing	<b>30</b> Run Month End Reports	<b>31</b> HOLIDAY R27 PAYDAY	<div style="display: flex; justify-content: space-around;"> <table border="1" style="font-size: 8px; text-align: center;"> <thead> <tr><th colspan="7">November 09</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></td><td></td><td></td><td></td><td></td></tr> </tbody> </table> <table border="1" style="font-size: 8px; text-align: center;"> <thead> <tr><th colspan="7">January 10</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>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> <tr><td>31</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table> </div>	November 09							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						January 10							S	M	T	W	T	F	S							1	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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