

January 2011

HR Processing Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
						1 No Labor Redistribution Entry Until 2010 W-2 Processing Completed R01 PP END	
2	3 Run Intl Phptime R01 Nn/Nt Derr/Dcon/Rextrct ADJ01 (R01-R02) LRGP Refresh - W2 Processing	4 Adj Pulls to SW by 11:30 am Nn/Nt Derr/Dcon/Rextrct CY10 W2_1 ADJ Run (2010 R01-R26) (No LR's) Use 12/31/10 history/posting override date Nt: hr-phr2giv	5 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	6 CY10 W2_2a ADJ Run (CY11 R03) & W2_2b (2010 R01-R26) (No LR's) Use 12/31/10 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	7 Fin Aid Feed - R26 Adj Pulls to SW by 11:30 am Noon Derr/Dcon/Rextrct Run CY10 Quarter End Reports	8 RUN R01 & REPORTS	
				No R01 Adjustment or LR Entry			
9	10 CY10 W2_3a ADJ Run (CY11 R03) & W2_3b (2010 R20& R26) (No LR's) Use 12/31/10 history/posting override date	11 R01 Pulls to SW by Noon Run Personnel Error Rpts ADJ03 (R01-R02)	12 Adj Pulls to SW by 11:30 am	13 ADJ04 (R01-R02)	14 No R02 Time Entry Until Notification Sent from SYHR Adj Pulls to SW by 11:30 am Run Intl Phptime R02 @ Noon Nt Derr/Dcon/Rextrct R01 PAYDAY 2010 W-2 Processing (Tentative)	15 R02 PP END Nn/Nt Derr/Dcon/Rextrct	
16	17 MARTIN LUTHER KING, JR DAY IN CELEBRATION OF ALASKA CIVIL RIGHTS HOLIDAY - UA OFFICES CLOSED	18 Nn/Nt Derr/Dcon/Rextrct Nt: hr-phr2giv	19 Nn/Nt Derr/Dcon/Rextrct 2 pm MTE (GI) ADJ05 (R01-R03) Nt: Hr/Rs/Dov/Prf/Lv/Clc Nt: hr-phr2giv	20 Adj Pulls to SW by 11:30 am Nn/Nt Derr/Dcon/Rextrct Nt: Hr/Rs/Dov/Prf/Lv/Clc Nt: hr-phr2giv	21 Noon Derr/Dcon/Rextrct	22 RUN R02 & REPORTS	
				No R02 Adjustment or LR Entry			
23	24 Annual Leave Usage Email	25 R02 Pulls to SW by Noon ADJ06 (R01-R03)	26 Adj Pulls to SW by 11:30 am	27 ADJ07 (R01-R03)	28 Fin Aid Feed - No R01-R02 Adj Entry until 10 am Adj Pulls to SW by 11:30 am R02 PAYDAY Regional CY2007 W-2c Info to SW	29 R03 PP END	
			Student Eligibility Report				
30	31 Run Intl Phptime R03 Nn/Nt Derr/Dcon/Rextrct ADJ08 (R01-R04) Student Eligibility Report						

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February 2011

HR Processing Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday																																																																																																		
		1 Adj Pulls to SW by 11:30 am Nn/Nt Derr/Dcon/Rextrct Nt: hr-phr2giv Run Month End Reports	2 Nn/Nt Derr/Dcon/Rextrct 2 pm MTE (GI) ADJ09 (R01-R04) Nt: Hr/Rs/Dov/Prf/Lv/Clc Nt: hr-phr2giv	3 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>	4 Noon Derr/Dcon/Rextrct	5 RUN R03 & REPORTS																																																																																																		
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6	7	8 R03 Pulls to SW by Noon Run Personnel Error Rpts ADJ10 (R01-R04)	9 Adj Pulls to SW by 11:30 am	10 ADJ11 (CY10 LRs R14-R26 & CY11 R01-R04) <div style="border: 1px solid black; padding: 2px; text-align: center;">No R15-R26 Adjs</div>	11 Adj Pulls to SW by 11:30 am R03 PAYDAY	12 R04 PP END																																																																																																		
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13	14 Run Intl Phptime R04 Nn/Nt Derr/Dcon/Rextrct ADJ12 (R02-R05)	15 Adj Pulls to SW by 11:30 am Nn/Nt Derr/Dcon/Rextrct Nt: hr-phr2giv	16 Nn/Nt Derr/Dcon/Rextrct 2 pm MTE (GI) ADJ13 (R01-R05) Nt: Hr/Rs/Dov/Prf/Lv/Clc Nt: hr-phr2giv	17 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>	18 Noon Derr/Dcon/Rextrct	19 RUN R04 & REPORTS Annual Leave Roll																																																																																																		
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20	21	22 R04 Pulls to SW by Noon ADJ14 (R02-R05)	23 Adj Pulls to SW by 11:30 am	24 ADJ15 (R02-R05)	25 <div style="border: 1px solid black; padding: 2px; text-align: center;">Fin Aid Feed - No R03-R04 Adj Entry until 10 am</div> Adj Pulls to SW by 11:30 am R04 PAYDAY 1042s Processing	26 R05 PP END																																																																																																		
27	28 Run Intl Phptime R05 Nn/Nt Derr/Dcon/Rextrct ADJ16 (R03-R06)	<div style="display: flex; justify-content: space-around; margin-bottom: 10px;"> <table border="1" style="font-size: small; text-align: center;"> <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></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: small; text-align: center;"> <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>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>					January							S	M	T	W	T	F	S		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	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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March 2011

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				No R05 Adjustment or LR Entry		Oracle 11 Upgrade																																																																																																		
6	7	8 R05 Pulls to SW by Noon Run Personnel Error Rpts ADJ18 (R03-R06)	9 Adj Pulls to SW by 11:30 am	10 ADJ19 (R03-R06)	11 Run Intl Phptime R06 Adj Pulls to SW by 11:30 am Nn/Nt Derr/Dcon/Rextrct UAA & UAS SPRING RECESS HOLIDAY R05 PAYDAY	12 R06 PP END																																																																																																		
Oracle 11 Upgrade	Oracle 11 Upgrade Contingency Time	Oracle 11 Upgrade Additional Contingency Time																																																																																																						
13	14 1042 Forms Mailed ADJ20 (R04-R07) Nn/Nt Derr/Dcon/Rextrct Nt: hr-phr2giv	15 Adj Pulls to SW by 11:30 am Nn/Nt Derr/Dcon/Rextrct 2 pm MTE (GI) ADJ21 (R01-R07) Nt: Hr/Rs/Dov/Prf/Lv/Clc Nt: hr-phr2giv	16 Adj Pulls to SW by 11:30 am Nn/Nt Derr/Dcon/Rextrct Nt: Hr/Rs/Dov/Prf/Lv/Clc Nt: hr-phr2giv	17 Noon Derr/Dcon/Rextrct	18 UAF & SW SPRING RECESS HOLIDAY Noon Derr/Dcon/Rextrct	19 RUN R06 & REPORTS																																																																																																		
			No R06 Adjustment or LR Entry																																																																																																					
20	21	22 R06 Pulls to SW by Noon ADJ22 (R04-R07)	23 Adj Pulls to SW by 11:30 am	24 ADJ23 (CY10 LR's R14- R26 & CY11 R04-R07)	25 Fin Aid Feed - No R05-R06 Adj Entry until 10 am Adj Pulls to SW by 11:30 am R06 PAYDAY	26 R07 PP END																																																																																																		
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27	28 Run Intl Phptime R07 Nn/Nt Derr/Dcon/Rextrct ADJ24 (R05-R08)	29 Adj Pulls to SW by 11:30 am Nn/Nt Derr/Dcon/Rextrct Nt: hr-phr2giv	30 Nn/Nt Derr/Dcon/Rextrct 2 pm MTE (GI) ADJ25 (R01-R08) Nt: Hr/Rs/Dov/Prf/Lv/Clc Nt: hr-phr2giv	31 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 border="1" style="font-size: small; margin-bottom: 5px;"> <tr><th colspan="7">February</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>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></td><td></td><td></td><td></td><td></td></tr> </table> <table border="1" style="font-size: small;"> <tr><th colspan="7">April</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>	February							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						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	
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April 2011

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3	4	5 R07 Pulls to SW by Noon ADJ26 (R05-R08)	6 Adj Pulls to SW by 11:30 am	7 ADJ27 (R05-R08)	8 Adj Pulls to SW by 11:30 am R07 PAYDAY	9 R08 PP END																																																																																																		
10	11 Run Intl Phptime R08 Nn/Nt Derr/Dcon/Rextrct ADJ28 (R06-R09)	12 Adj Pulls to SW by 11:30 am Nn/Nt Derr/Dcon/Rextrct Nt: hr-phr2giv	13 Nn/Nt Derr/Dcon/Rextrct 2 pm MTE (GI) ADJ29 (R01-R09) Nt: Hr/Rs/Dov/Prf/Lv/Clc Nt: hr-phr2giv	14 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 or LR Entry</div>	15 Open Enrollment Begins Noon Derr/Dcon/Rextrct	16 RUN R08 & REPORTS																																																																																																		
17	18 Run Personnel Error Rpts	19 R08 Pulls to SW by Noon ADJ30 (R06-R09)	20 Adj Pulls to SW by 11:30 am	21 ADJ31 (CY10 LRs R14-R26 & CY11 R06-R09) <div style="border: 1px solid black; padding: 2px; text-align: center;">No R15-R26 Adjs</div>	22 Fin Aid Feed - No R07-R08 Adj/LR Entry until 10 am Adj Pulls to SW by 11:30 am R08 PAYDAY	23 R09 PP END																																																																																																		
24	25 Run Intl Phptime R09 Nn/Nt Derr/Dcon/Rextrct ADJ32 (R07-R10)	26 Adj Pulls to SW by 11:30 am Nn/Nt Derr/Dcon/Rextrct Nt: hr-phr2giv	27 Nn/Nt Derr/Dcon/Rextrct 2 pm MTE (GI) ADJ33 (R01-R10) Nt: Hr/Rs/Dov/Prf/Lv/Clc Nt: hr-phr2giv	28 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 R09 Adjustment or LR Entry</div>	29 Noon Derr/Dcon/Rextrct	30 RUN R09 & REPORTS																																																																																																		

May 2011

HR Processing Calendar

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1	2 FY12 Salary Schedule Roll Run Month End Reports	3 R09 Pulls to SW by Noon ADJ34 (R07-R10)	4 Adj Pulls to SW by 11:30 am	5 ADJ35 (R07-R10)	6 Adj Pulls to SW by 11:30 am R09 PAYDAY	7 R10 PP END
8	9 Run Intl Phptime R10 Nn/Nt Derr/Dcon/Rextrct ADJ36 (R08-R11)	10 Adj Pulls to SW by 11:30 am Nn/Nt Derr/Dcon/Rextrct Nt: hr-phr2giv	11 Nn/Nt Derr/Dcon/Rextrct 2 pm MTE (GI) ADJ37 (R01-R11) Nt: Hr/Rs/Dov/Prf/Lv/Clc Nt: hr-phr2giv	12 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 or LR Entry</div>	13 Noon Derr/Dcon/Rextrct	14 RUN R10 & REPORTS
15 Banner PROD Upgrade - General 8.4 & 8.4.1	16 Open Enrollment Selection Period Ends Run Personnel Error Rpts	17 R10 Pulls to SW by Noon ADJ38 (R08-R11) PHL Usage Email	18 Begin OE Health Care Entry Adj Pulls to SW by 11:30 am	19 ADJ39 (CY10 LRs R14- R26 & CY11 R08-R11) <div style="border: 1px solid black; padding: 2px; text-align: center;">No R15-R26 Adjs</div>	20 Fin Aid Feed - No R09-R10 Adj/LR Entry until 10 am Adj Pulls to SW by 11:30 am R10 PAYDAY	21 R11 PP END
22	23 Run Intl Phptime R11 Nn/Nt Derr/Dcon/Rextrct ADJ40 (R09-R12)	24 Adj Pulls to SW by 11:30 am Nn/Nt Derr/Dcon/Rextrct Nt: hr-phr2giv	25 Nn/Nt Derr/Dcon/Rextrct 2 pm MTE (GI) ADJ41 (R01-R12) Nt: Hr/Rs/Dov/Prf/Lv/Clc Nt: hr-phr2giv	26 Adj Pulls to SW by 11:30 am Nn/Nt Derr/Dcon/Rextrct Nt: Hr/Rs/Dov/Prf/Lv/Clc/2giv Regional CY2008-2010 W-2c Info to SW <div style="border: 1px solid black; padding: 2px; text-align: center;">No R11 Adjustment or LR Entry</div>	27 Open Enrollment Non-Health Care Entry Deadline Noon Derr/Dcon/Rextrct	28 RUN R11 & REPORTS
29	30 MEMORIAL DAY HOLIDAY	31 R11 Pulls to SW by Noon ADJ42 (R09-R12) <div style="border: 1px solid black; padding: 2px; text-align: center;">LRGP Refresh</div>				

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June 2011

HR Processing Calendar

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			1 Adj Pulls to SW by 11:30 am Run Month End Reports <div style="border: 1px solid black; padding: 2px; text-align: center;">LRGP Refresh</div>	2 ADJ43 (R09-R12)	3 Adj Pulls to SW by 11:30 am R11 PAYDAY	4 R12 PP END																																																																																																								
5 FY12 Deduction Start	6 Run Intl Phptime R12 Nn/Nt Derr/Dcon/Rextrct ADJ44 (R10-R13)	7 Adj Pulls to SW by 11:30 am Nn/Nt Derr/Dcon/Rextrct Nt: hr-phr2giv	8 Nn/Nt Derr/Dcon/Rextrct 2 pm MTE (GI) ADJ45 (R01-R13) Nt: Hr/Rs/Dov/Prf/Lv/Clc Nt: hr-phr2giv	9 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 R12 Adjustment or LR Entry</div>	10 OE Health Care Data Entry Deadline Noon Derr/Dcon/Rextrct	11 RUN R12 & REPORTS																																																																																																								
12	13 Run Personnel Error Rpts	14 R12 Pulls to SW by Noon ADJ46 (R10-R13)	15 Adj Pulls to SW by 11:30 am	16 Last LR Run for CY10 - R14-R26 ADJ47 (CY11 R10-R13 & CY10 R14-R26 LRs Only) <div style="border: 1px solid black; padding: 2px; text-align: center;">No R15-R26 ADJ's</div>	17 Fin Aid Feed - No R11-R12 Adj/LR Entry until 10 am Adj Pulls to SW by 11:30 am R12 PAYDAY Preliminary FY12 Job Roll Reports Available	18 Last Day for FY11 Personal Holiday Use R13 PP END																																																																																																								
19	20 Run Intl Phptime R13 Nn/Nt Derr/Dcon/Rextrct ADJ48 (R11-R14)	21 Adj Pulls to SW by 11:30 am Nn/Nt Derr/Dcon/Rextrct Nt: hr-phr2giv	22 Last LR & Pay Adj Run for CY11 - R01-R10 @ FY11 Rates Nn/Nt Derr/Dcon/Rextrct 2 pm MTE (GI) ADJ49 (R01-R14) Nt: Hr/Rs/Dov/Prf/Lv/Clc Nt: hr-phr2giv	23 Limited Personnel Data Entry FY12 Job Roll (for ECLSS with pay increases) 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 R13 Adjustment or LR Entry</div>	24 Restricted Personnel Data Entry FY12 Job Roll (for ECLSS without pay increases) Noon Derr/Dcon/Rextrct	25 RUN R13 & REPORTS																																																																																																								
26	27 Prior FY Voided Checks to SW	28 FY12 Future Job Change Rpts R13 Pulls to SW by Noon ADJ50 (FY11, R11-R14)	29 Adj Pulls to SW by 11:30 am No NBAPOSN/PBUD Entry FY12 Budget Roll to Zero FY12 Wrking Bdgt Load FY12 SB/Ret Rate Updates	30 No NBAPOSN/PBUD Entry Nn/Nt Derr/Dcon/Rextrct Run Intl Phptime R14 ADJ51 (FY11, R11-14)	<table border="1" style="font-size: small; margin-bottom: 10px;"> <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> <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> </table> <table border="1" style="font-size: small;"> <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> <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> </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					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 2011

HR Processing Calendar

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					1 Adj Pulls to SW by 11:30 am FY12 Budget Activation Run Month End Reports R13 PAYDAY Nn/Nt Derr/Dcon/Rextret Nt: hr-phr2giv	2 R14 PP END Nn/Nt Derr/Dcon/Rextret
	No R13-R14 Adjustment or LR Entry					
3 First Day for FY12 Personal Holiday Use FY12 Salary Chg Start	4 INDEPENDENCE DAY HOLIDAY	5 HOLIDAY	6 Nn/Nt Derr/Dcon/Rextret 2 pm MTE (GI) FY12 Personal Holiday Leave Accrual ADJ52 (FY12, R15 @ SB FY12) Nt: Hr/Rs/Dov/Prf/Lv/Clc Nt: hr-phr2giv	7 Adj Pulls to SW by 11:30 am Nn/Nt Derr/Dcon/Rextret Nt: Hr/Rs/Dov/Prf/Lv/Clc/2giv	8 Noon Derr/Dcon/Rextret	9 RUN R14 & REPORTS FY11 SB Rates
No R13-R14 Adjustment or LR Entry						
10	11 Fin Aid Feed - No R13-R14 Adj Entry Until 10 am Restricted Personnel Data Entry L6070 Leave Bank Update Rpts & JV Prep ADJ53 (FY12, R15 @ SB FY12) FY12 Fut Job Recs Update Run Personnel Error Rpts	12 Final LR & Pay Adj Run for CY11 - R11-R14 @ FY11 Rates Adj Pulls to SW by 11:30 am R14 Pulls to SW by Noon ADJ54 (R11-R14) Use 6/30/11 post date No LRs for FY12 Time Allowed	13 Adj Pulls to SW by 11:30 am ADJ55 (FY12, R14 - FY12 time) - LRs Only at FY11 Rates Use 7/1/11 post date Run Quarter End Reports	14 Adj Pulls to SW by 11:30 am ADJ56 (FY12, R15 @ SB FY12)	15 Adj Pulls to SW by 11:30 am R14 PAYDAY FY11 Finance Close (Tentative)	16 R15 PP END
17	18 Run Intl Phptime R15 Nn/Nt Derr/Dcon/Rextret ADJ57 (FY12 R15-R16)	19 Adj Pulls to SW by 11:30 am Nn/Nt Derr/Dcon/Rextret Nt: hr-phr2giv	20 Nn/Nt Derr/Dcon/Rextret 2 pm MTE (GI) ADJ58 (FY12 R15-R16) Nt: Hr/Rs/Dov/Prf/Lv/Clc Nt: hr-phr2giv No R11-R14 LRs	21 Adj Pulls to SW by 11:30 am Nn/Nt Derr/Dcon/Rextret Nt: Hr/Rs/Dov/Prf/Lv/Clc Nt: hr-phr2giv	22 Noon Derr/Dcon/Rextret	23 RUN R15 & REPORTS FY12 SB Rates
	No R15 Adjustment or LR Entry					
24	25	26 R15 Pulls to SW by Noon ADJ59 (FY12 R15-R16)	27 Adj Pulls to SW by 11:30 am	28 ADJ60 (FY12, R15-R16 & FY11 R01-R14 Payroll Adjs, R14 LRs - FY12 Time Only (7/1 & 7/2)) No R01-R14 LRs	29 Adj Pulls to SW by 11:30 am R15 PAYDAY Run Month End Reports	30 R16 PP END
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August 2011

HR Processing Calendar

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	1 Run Intl Phptime R16 Nn/Nt Derr/Dcon/Rextrct ADJ61 (R15-R17)	2 Adj Pulls to SW by 11:30 am Nn/Nt Derr/Dcon/Rextrct Nt: hr-phr2giv	3 Nn/Nt Derr/Dcon/Rextrct 2 pm MTE (GI) ADJ62 (R15-R17) Nt: Hr/Rs/Dov/Prf/Lv/Clc Nt: hr-phr2giv	4 Adj Pulls to SW by 11:30 am Nn/Nt Derr/Dcon/Rextrct Nt: Hr/Rs/Dov/Prf/Lv/Clc Nt: hr-phr2giv	5 Noon Derr/Dcon/Rextrct	6 RUN R16 & REPORTS																																																																																																		
				No R16 Adjustment or LR Entry																																																																																																				
7	8 Run Personnel Error Rpts	9 R16 Pulls to SW by Noon ADJ63 (R15-R17)	10 Adj Pulls to SW by 11:30 am	11 ADJ64 (R15-R17)	12 Fin Aid Feed - No R15-R16 Adj/LR Entry until 10 am Adj Pulls to SW by 11:30 am R16 PAYDAY	13 R17 PP END																																																																																																		
14 Banner PROD Upgrade - 8.4 & 8.5 HR, Position Control, and Employee Self Serve	15 Run Intl Phptime R17 Nn/Nt Derr/Dcon/Rextrct ADJ65 (R15-R18)	16 Adj Pulls to SW by 11:30 am Nn/Nt Derr/Dcon/Rextrct ADJ065_a (R16) Nt: hr-phr2giv	17 Nn/Nt Derr/Dcon/Rextrct 2 pm MTE (GI) ADJ66 (R15-R18) Nt: Hr/Rs/Dov/Prf/Lv/Clc Nt: hr-phr2giv	18 Adj Pulls to SW by 11:30 am Nn/Nt Derr/Dcon/Rextrct Nt: Hr/Rs/Dov/Prf/Lv/Clc Nt: hr-phr2giv	19 Noon Derr/Dcon/Rextrct	20 RUN R17 & REPORTS																																																																																																		
				No R17 Adjustment or LR Entry																																																																																																				
21	22	23 R17 Pulls to SW by Noon ADJ67 (R15-R18)	24 Adj Pulls to SW by 11:30 am	25 ADJ68 (FY12, R15-R18 & FY11 R01-R14 Payr- oll Adjs, R14 LRs - FY12 Time Only (7/1 & 7/2))	26 Adj Pulls to SW by 11:30 am R17 PAYDAY	27 R18 PP END																																																																																																		
				No R01-R14 LRs																																																																																																				
28	29 Run Intl Phptime R18 Nn/Nt: Derr/Dcon/Rextrct ADJ69 (R16-R19)	30 Adj Pulls to SW by 11:30 am Nn/Nt: Derr/Dcon/Rextrct	31 Nn/Nt: Derr/Dcon/Rextrct ADJ70 (R15-R19) Nt: Hr/Rs/Dov/Prf/Lv/Clc	<table border="1" style="margin: 5px;"> <caption style="text-align: center;">July</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></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> <tr><td>31</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </table> <table border="1" style="margin: 5px;"> <caption style="text-align: center;">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></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> <tr><td>31</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </table>		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							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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September 2011

HR Processing Calendar

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4	5 LABOR DAY HOLIDAY	6 R18 Pulls to SW by Noon ADJ71 (R16-R19)	7 Adj Pulls to SW by 11:30 am	8 ADJ72 (R16-R19)	9 Fin Aid Feed - No R17-R18 Adj/LR Entry until 10 am Adj Pulls to SW by 11:30 am R18 PAYDAY	10 R19 PP END																																																																																																									
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11	12 Run Intl Phptime R19 Nn/Nt: Derr/Dcon/Rextrct ADJ73 (R17-R20)	13 Adj Pulls to SW by 11:30 am Nn/Nt: Derr/Dcon/Rextrct	14 Nn/Nt: Derr/Dcon/Rextrct ADJ74 (R15-R20) Nt: Hr/Rs/Dov/Prf/Lv/Clc	15 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>	16 Nn: Derr/Dcon/Rextrct/Prf/Lv/Clc	17 RUN R19 & REPORTS																																																																																																									
Student Eligibility Report																																																																																																															
18	19 Run Personnel Error Rpts	20 R19 Pulls to SW by Noon ADJ75 (R17-R20)	21 Adj Pulls to SW by 11:30 am	22 ADJ76 (FY12, R17-R20 & FY11 R01-R14 Payroll Adjs, R14 LRs - FY12 Time Only (7/1 & 7/2)) <div style="border: 1px solid black; padding: 2px; text-align: center;">No R01-R14 LRs</div>	23 Adj Pulls to SW by 11:30 am R19 PAYDAY Regional CY2008-2010 W-2c Info to SW	24 R20 PP END																																																																																																									
Student Eligibility Report																																																																																																															
25	26 Run Intl Phptime R20 Nn/Nt: Derr/Dcon/Rextrct ADJ77 (R18-R21) <div style="border: 1px solid black; padding: 2px; text-align: center;">LRGP Refresh</div>	27 Adj Pulls to SW by 11:30 am Nn/Nt: Derr/Dcon/Rextrct	28 Nn/Nt: Derr/Dcon/Rextrct ADJ78 (R15-R21) Nt: Hr/Rs/Dov/Prf/Lv/Clc	29 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 Run Month End Reports Run Quarter End Reports <div style="border: 1px solid black; padding: 2px; text-align: center;">No R20 Adjustment or LR Entry</div>	30 Nn: Derr/Dcon/Rextrct/Prf/Lv/Clc																																																																																																										

October 2011

HR Processing Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1 RUN R20 & REPORTS
2	3	4 R20 Pulls to SW by Noon ADJ79 (R18-R21)	5 Adj Pulls to SW by 11:30 am	6 ADJ80 (R18-R21)	7 Adj Pulls to SW by 11:30 am R20 PAYDAY	8 R21 PP END
9	10 Run Intl Phptime R21 Nn/Nt: Derr/Dcon/Rextrct ADJ81 (R19-R22)	11 Adj Pulls to SW by 11:30 am Nn/Nt: Derr/Dcon/Rextrct UAFT Leave Bank Update	12 Nn/Nt: Derr/Dcon/Rextrct ADJ82 (R15-R22) 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 R21 Adjustment or LR Entry</div>	14 Nn: Derr/Dcon/Rextrct/Prf/ Lv/Clc	15 RUN R21 & REPORTS
16	17 Run Personnel Error Rpts	18 R21 Pulls to SW by Noon ADJ83 (R19-R22)	19 Adj Pulls to SW by 11:30 am	20 ADJ84 (FY12, R19-R22 & FY11 R01-R14 Payroll Adjs, R14 LRs - FY12 Time Only (7/1 & 7/2)) <div style="border: 1px solid black; padding: 2px; text-align: center;">No R01-R14 LRs</div>	21 Fin Aid Feed - No R19-R21 Adj/LR Entry until 10 am Adj Pulls to SW by 11:30 am R21 PAYDAY	22 R22 PP END
23	24 Run Intl Phptime R22 Nn/Nt: Derr/Dcon/Rextrct ADJ85 (R20-R23)	25 Adj Pulls to SW by 11:30 am Nn/Nt: Derr/Dcon/Rextrct	26 Nn/Nt: Derr/Dcon/Rextrct ADJ86 (R15-R23) Nt: Hr/Rs/Dov/Prf/Lv/Clc	27 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 R22 Adjustment or LR Entry</div>	28 Nn: Derr/Dcon/Rextrct/Prf/ Lv/Clc	29 RUN R22 & REPORTS
30	31 Run Month End Reports					

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November 2011

HR Processing Calendar

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		1 R22 Pulls to SW by Noon ADJ87 (R20-R23)	2 Adj Pulls to SW by 11:30 am	3 ADJ88 (R20-R23) <div style="border: 1px solid black; padding: 2px; text-align: center;">No R01-R14 LRs</div>	4 Adj Pulls to SW by 11:30 am R22 PAYDAY	5 R23 PP END																																																																																																															
6	7 Run Intl Phptime R23 Nn/Nt: Derr/Dcon/Rextrct ADJ89 (R21-R24)	8 Adj Pulls to SW by 11:30 am Nn/Nt: Derr/Dcon/Rextrct	9 Nn/Nt: Derr/Dcon/Rextrct ADJ90 (R15-R24) 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 R23 Adjustment or LR Entry</div>	11 Limited Data Entry Nn: Derr/Dcon/Rextrct/Prf/ Lv/Clc L6070 Step Increase Process	12 RUN R23 & REPORTS																																																																																																															
13	14 Run Personnel Error Rpts	15 R23 Pulls to SW by Noon ADJ91 (R21-R24)	16 <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	17 Run Intl Phptime R24 Nn/Nt: Derr/Dcon/Rextrct ADJ92 (FY12, R21-R24 & FY11 R01-R14 Payroll Adjs, R14 LRs - FY12 Time Only (7/1 & 7/2)) <div style="border: 1px solid black; padding: 2px; text-align: center;">No R01-R14 LRs</div>	18 Adj Pulls to SW by 11:30 am Nn/Nt: Derr/Dcon/Rextrct R23 PAYDAY <div style="border: 1px solid black; padding: 2px;">Emp T/S Noon</div>	19 R24 PP END Nn/Nt: Derr/Dcon/Rextrct																																																																																																															
20	21 Nn/Nt: Derr/Dcon/Rextrct ADJ93 (R15-R25) Nt: Hr/Rs/Dov/Prf/Lv/Clc <div style="border: 1px solid black; padding: 2px;">Appr T/S 5 pm</div>	22 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 R24 Adjustment or LR Entry</div>	23 Nn: Derr/Dcon/Rextrct/Prf/ Lv/Clc	24 <div style="border: 1px solid black; padding: 2px; text-align: center;">THANKSGIVING DAY HOLIDAY</div>	25 <div style="border: 1px solid black; padding: 2px; text-align: center;">HOLIDAY</div>	26 RUN R24 & REPORTS																																																																																																															
27	28 Annual Leave Usage Email	29 R24 Pulls to SW by Noon ADJ94 (R22-R25)	30 Adj Pulls to SW by 11:30 am Run Month End Reports	<div style="display: flex; justify-content: space-around; margin-bottom: 10px;"> <table border="1" style="font-size: 8px; 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></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="font-size: 8px; 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></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> </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 2011

HR Processing Calendar

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4	5 Run Intl Phptime R25 Nn/Nt: Derr/Dcon/Rextrct ADJ96 (R23-R26) Emp T/S Noon	6 Adj Pulls to SW by 11:30 am Nn/Nt: Derr/Dcon/Rextrct	7 Nn/Nt: Derr/Dcon/Rextrct ADJ97 (R15-R26) Nt: Hr/Rs/Dov/Prf/Lv/Clc Appr T/S Noon	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 R25 Adjustment or LR Entry</div>	9 Limited Data Entry Staff Step Increase Process Staff Fut Job Recs Update Nn: Derr/Dcon/Rextrct/Prf/ Lv/Clc	10 RUN R25 & REPORTS																																																																																																		
11 Banner PROD Outage - General & Student Upgrades	12 Run Personnel Error Rpts	13 R25 Pulls to SW by Noon ADJ98 (R23-R26)	14 Adj Pulls to SW by 11:30 am	15 ADJ99 (FY12, R23-R26 & FY11 R01-R14 Payr- oll Adjs, R14 LRs - FY12 Time Only (7/1 & 7/2)) <div style="border: 1px solid black; padding: 2px; text-align: center;">No R01-R14 LRs</div>	16 Run Intl Phptime R26 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 R25 PAYDAY Emp T/S Noon	17 R26 PP END Nn/Nt: Derr/Dcon/Rextrct																																																																																																		
18	19 Nn/Nt: Derr/Dcon/Rextrct Appr T/S 5 pm	20 Nn/Nt: Derr/Dcon/Rextrct ADJ100 (CY11 R15-R26) Nt: Hr/Rs/Dov/Prf/Lv/Clc	21 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>	22 No Labor Redistrib Entry until Further Notice Nn: Derr/Dcon/Rextrct/Prf/Lv/ Clc RUN R26 & REPORTS (Begins at 5 pm)	23 W2 Balancing	24																																																																																																		
25	26 CHRISTMAS HOLIDAY R26 Pulls to SW by 10 am	27 HOLIDAY	28 Regulatory Tax Updates - No Outage Required HR Regulatory Release (Tentative) <div style="border: 1px solid black; padding: 2px; text-align: center;">HOLIDAY CLOSURE (Tentative)</div>	29 Run Intl Phptime R01 Nn/Nt Derr/Dcon/Rextrct Run Month End Reports	30 R26 PAYDAY Nn/Nt Derr/Dcon/Rextrct Nt: hr-phr2giv	31 R01 PP END																																																																																																		