

# January 2014

## HR Processing Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">                     December 13                      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>	<div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">                     February 14                      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                 </div>		<b>1</b> NEW YEAR'S HOLIDAY No Labor Redistribution Entry until Further Notice	<b>2</b> HOLIDAY  <div style="border: 1px solid black; padding: 2px; text-align: center;">                         No R01 Adjustment or LR Entry                     </div>	<b>3</b> Nn: Derr/Dcon/Rextrct/Prf/ Lv/Clc	<b>4</b> RUN R01 & REPORTS
<b>5</b> No Labor Redistribution Entry until Further Notice	<b>6</b> R01 Pulls to SW by 3:30 pm CY13 W2_1 ADJ Run (2013 R01-R26) (No LRs) - Use 12/31/13 history/posting override date W2 Balancing  <div style="border: 1px solid black; padding: 2px; text-align: center;">                         LRGP Refresh w/ W2 Balancing                     </div>	<b>7</b> Fin Aid Feed - No R26 Adj Entry until 10 am Adj Pulls to SW by 11:30 am ADJ01 (CY14 R01-R02)	<b>8</b> Adj Pulls to SW by 11:30 am CY13 W2_2 ADJ Run (2013 R01-R26) & W2_2a (2014 R03) (No LRs) - Use 12/31/13 hist/post over- ride date W2 Balancing	<b>9</b> Adj Pulls to SW by 11:30 am ADJ02 (CY14 R01-R02)	<b>10</b> Adj Pulls to SW by 11:30 am R01 PAYDAY	<b>11</b> R02 PP END Fall 2013 Effort Cert Period End
<b>12</b> No Labor Redistribution Entry until Further Notice Spring 2014 Effort Cert Period Begin	<b>13</b> Run Initl Phptime R02 Nn/Nt: Derr/Dcon/Rextrct CY13 W2_3 ADJ (2013 R17,R22,R25,R26 & 2014 R04) (No LRs) @ 3 pm - Use 12/31/13 hist/post date ADJ03 (CY14 R01-R03) W2 Balancing E - 11:59 AM	<b>14</b> Monthly Data Integrity Rpts Adj Pulls to SW by 11:30 am Nn/Nt: Derr/Dcon/Rextrct  <div style="border: 1px solid black; padding: 2px; text-align: center;">                         A - 5 PM                     </div>	<b>15</b> Nn/Nt: Derr/Dcon/Rextrct CY13 Quarter 4 Processing ADJ04 (R01-R03) Nt: Hr/Rs/Dov/Prf/Lv/Clc/ MTF	<b>16</b> Adj Pulls to SW by 11:30 am Nn/Nt: Derr/Dcon/Rextrct Nt: Hr/Rs/Dov/Prf/Lv/Clc  <div style="border: 1px solid black; padding: 2px; text-align: center;">                         No R02 Adjustment or LR Entry                     </div>	<b>17</b> Nn: Derr/Dcon/Rextrct/Prf/ Lv/Clc	<b>18</b> RUN R02 & REPORTS
<b>19</b> No Labor Redistribution Entry until Further Notice	<b>20</b> MARTIN LUTHER KING, JR DAY IN CELEBRA- TION OF ALASKA CIVIL RIGHTS HOLI- DAY - UA OFFICES CLOSED	<b>21</b> R02 Pulls to SW by Noon Annual Leave Usage Email ADJ05 (R01-R03)  <div style="border: 1px solid black; padding: 2px; text-align: center;">                         Student Eligibility Report                     </div>	<b>22</b> Adj Pulls to SW by 11:30 am	<b>23</b> ADJ06 (R01-R03)	<b>24</b> Fin Aid Feed - No R01-R02 Adj Entry until 10 am Adj Pulls to SW by 11:30 am R02 PAYDAY 2013 W-2 Processing (UAOnline Form Enabled)	<b>25</b> R03 PP END
<b>26</b>	<b>27</b> Run Intl Phptime R03 FOAPAL Validation Report Nn/Nt: Derr/Dcon/Rextrct ADJ07 (R01-R04)  <div style="border: 1px solid black; padding: 2px; text-align: center;">                         E - 11:59 AM                     </div>	<b>28</b> Adj Pulls to SW by 11:30 am Nn/Nt: Derr/Dcon/Rextrct  <div style="border: 1px solid black; padding: 2px; text-align: center;">                         A - 5 PM                     </div>	<b>29</b> Nn/Nt: Derr/Dcon/Rextrct ADJ08 (R01-R04) Nt: Hr/Rs/Dov/Prf/Lv/Clc/ MTF	<b>30</b> Adj Pulls to SW by 11:30 am Nn/Nt: Derr/Dcon/Rextrct Month End Processing Nt: Hr/Rs/Dov/Prf/Lv/Clc  <div style="border: 1px solid black; padding: 2px; text-align: center;">                         No R03 Adjustment or LR Entry                     </div>	<b>31</b> Nn: Derr/Dcon/Rextrct/Prf/ Lv/Clc  <div style="border: 1px solid black; padding: 2px; text-align: center;">                         Student Eligibility Report                     </div>	

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						<b>1</b> RUN R03 & REPORTS																																																																																																								
	<table border="1" style="margin: auto;"> <tr><td colspan="7" style="text-align: center;">January</td></tr> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td></tr> </table>	January							S	M	T	W	T	F	S					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			<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></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>	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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<b>2</b>	<b>3</b> R03 Pulls to SW by 3:30 pm	<b>4</b> <b>ADJ09 (R01-R04)</b>	<b>5</b> Adj Pulls to SW by 11:30 am	<b>6</b> <b>ADJ10_a (CY13 LRs R15-R26) ADJ10 (R01-R04)</b>	<b>7</b> Adj Pulls to SW by 11:30 am R03 PAYDAY	<b>8</b> R04 PP END																																																																																																								
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<b>9</b>	<b>10</b> Run Intl Phtime R04 FOAPAL Validation Report Nn/Nt: Derr/Dcon/Rextrct <b>ADJ11 (R02-R05)</b>	<b>11</b> Adj Pulls to SW by 11:30 am Nn/Nt: Derr/Dcon/Rextrct	<b>12</b> Nn/Nt: Derr/Dcon/Rextrct <b>ADJ12 (R01-R05)</b> Nt: Hr/Rs/Dov/Prf/Lv/Clc/ MTF	<b>13</b> Adj Pulls to SW by 11:30 am Nn/Nt: Derr/Dcon/Rextrct Nt: Hr/Rs/Dov/Prf/Lv/Clc	<b>14</b> Nn: Derr/Dcon/Rextrct/Prf/ Lv/Clc	<b>15</b> RUN R04 & REPORTS <b>Annual Leave Roll</b>																																																																																																								
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<b>16</b>	<b>17</b> Monthly Data Integrity Rpts R04 Pulls to SW by 3:30 pm	<b>18</b> <b>ADJ13 (R02-R05)</b>	<b>19</b> Adj Pulls to SW by 11:30 am <b>Regional CY2010 W-2c Info to SW</b>	<b>20</b> <b>ADJ14 (CY14 R02-R05)</b>	<b>21</b> <b>Fin Aid Feed - No R03-R04 Adj/LR Entry until 10 am</b> Adj Pulls to SW by 11:30 am R04 PAYDAY 1042s Processing	<b>22</b> R05 PP END																																																																																																								
				No R15-R26 Adjs																																																																																																										
<b>23</b>	<b>24</b> Run Intl Phtime R05 FOAPAL Validation Report Nn/Nt: Derr/Dcon/Rextrct <b>ADJ15 (R03-R06)</b>	<b>25</b> Adj Pulls to SW by 11:30 am Nn/Nt: Derr/Dcon/Rextrct	<b>26</b> Nn/Nt: Derr/Dcon/Rextrct <b>ADJ16 (R01-R06)</b> Nt: Hr/Rs/Dov/Prf/Lv/Clc/ MTF	<b>27</b> Adj Pulls to SW by 11:30 am Nn/Nt: Derr/Dcon/Rextrct Month End Processing Nt: Hr/Rs/Dov/Prf/Lv/Clc	<b>28</b> Nn: Derr/Dcon/Rextrct/Prf/ Lv/Clc																																																																																																									
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# March 2014

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<b>2</b>	<b>3</b> R05 Pulls to SW by 3:30 pm	<b>4</b> <b>ADJ17 (R03-R06)</b>	<b>5</b> Adj Pulls to SW by 11:30 am	<b>6</b> <b>ADJ18 (R03-R06)</b> 1042 Forms Due to Be Mailed	<b>7</b> <b>Run Intl Phtime R06</b> FOAPAL Validation Report Adj Pulls to SW by 11:30 am <b>Nn/Nt: Derr/Dcon/Rextrect</b> R05 PAYDAY <div style="border: 1px solid black; padding: 2px; text-align: center;">E - 5 PM</div>	<b>8</b> R06 PP END																																																																																																	
<b>9</b>	<b>10</b> Nn/Nt: Derr/Dcon/Rextrect <b>ADJ19 (R04-R07)</b> <div style="border: 1px solid black; padding: 2px; text-align: center;">A - 5 PM</div>	<b>11</b> Adj Pulls to SW by 11:30 am Nn/Nt: Derr/Dcon/Rextrect Nt: Hr/Rs/Dov/Prf/Lv/Clc/MTF	<b>12</b> Nn/Nt: Derr/Dcon/Rextrect <b>ADJ20 (R01-R05 &amp; R07)</b> Nt: Hr/Rs/Dov/Prf/Lv/Clc	<b>13</b> Adj Pulls to SW by 11:30 am Nn: Derr/Dcon/Rextrect/Prf/ Lv/Clc	<b>14</b> <b>UAA SPRING RECESS HOLIDAY</b>	<b>15</b> RUN R06 & REPORTS																																																																																																	
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<b>16</b> PROD Outage for Upgrades: HR 8.10, Gen 8.6.1 & 8.6.2, Finance 8.4.4 & 8.4.5, & Student 8.6	<b>17</b> Monthly Data Integrity Rpts R06 Pulls to SW by 3:30 pm <b>ADJ21 (R04-R07)</b>	<b>18</b> Adj Pulls to SW by 11:30 am	<b>19</b> <b>ADJ22_a (CY13 LRs R15-R26)</b> <b>ADJ22 (CY14 R04-R07)</b> <div style="border: 1px solid black; padding: 2px; text-align: center;">No R15-R26 Adjs</div>	<b>20</b> <b>Fin Aid Feed - No R05-R06 Adj/LR Entry until 10 am</b> Adj Pulls to SW by 11:30 am	<b>21</b> <b>UAF/UAS/SW SPRING RECESS HOLIDAY</b> R06 PAYDAY	<b>22</b> R07 PP END																																																																																																	
<b>23</b>	<b>24</b> Run Intl Phtime R07 FOAPAL Validation Report Nn/Nt: Derr/Dcon/Rextrect <b>ADJ23 (R05-R08)</b> <div style="border: 1px solid black; padding: 2px; text-align: center;">E - 11:59 AM</div>	<b>25</b> <b>Fin Aid Feed - No R06 Adj/LR Entry until 10 am</b> Adj Pulls to SW by 11:30 am Nn/Nt: Derr/Dcon/Rextrect <div style="border: 1px solid black; padding: 2px; text-align: center;">A - 5 PM</div>	<b>26</b> Nn/Nt: Derr/Dcon/Rextrect <b>ADJ24 (R01-R08)</b> Nt: Hr/Rs/Dov/Prf/Lv/Clc/MTF	<b>27</b> Adj Pulls to SW by 11:30 am Nn/Nt: Derr/Dcon/Rextrect W2 Balancing Nt: Hr/Rs/Dov/Prf/Lv/Clc <div style="border: 1px solid black; padding: 2px; text-align: center;">No R07 Adjustment or LR Entry</div>	<b>28</b> Nn: Derr/Dcon/Rextrect/Prf/ Lv/Clc	<b>29</b> RUN R07 & REPORTS																																																																																																	
<b>30</b>	<b>31</b> Month End Processing Quarter 1 Processing R07 Pulls to SW by 3:30 pm <div style="border: 1px solid black; padding: 2px; text-align: center;">LRGP Refresh</div>	<table border="1" style="margin: auto; border-collapse: collapse;"> <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></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></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		<table border="1" style="margin: auto; border-collapse: collapse;"> <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>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>		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 2014

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		<b>1</b> ADJ25 (R05-R08)  <div style="border: 1px solid black; padding: 2px; text-align: center;">LRGP Refresh</div>	<b>2</b> Adj Pulls to SW by 11:30 am	<b>3</b> ADJ26 (R05-R08)	<b>4</b> Adj Pulls to SW by 11:30 am R07 PAYDAY	<b>5</b> R08 PP END																																																																																																									
<b>6</b> L6070 CBA 2014S Salary Schedule Effective (4/6/14-7/12/14)	<b>7</b> Run Intl Phtime R08 FOAPAL Validation Report Nn/Nt: Derr/Dcon/Rextrct ADJ27 (R06-R09)  <div style="border: 1px solid black; padding: 2px; text-align: center;">E - 11:59 AM</div>	<b>8</b> Adj Pulls to SW by 11:30 am Nn/Nt: Derr/Dcon/Rextrct  <div style="border: 1px solid black; padding: 2px; text-align: center;">A - 5 PM</div>	<b>9</b> Nn/Nt: Derr/Dcon/Rextrct ADJ28 (R01-R09) Nt: Hr/Rs/Dov/Prf/Lv/Clc/ MTF	<b>10</b> Adj Pulls to SW by 11:30 am Nn/Nt: Derr/Dcon/Rextrct Nt: Hr/Rs/Dov/Prf/Lv/Clc  <div style="border: 1px solid black; padding: 2px; text-align: center;">No R08 Adjustment or LR Entry</div>	<b>11</b> Nn: Derr/Dcon/Rextrct/Prf/ Lv/Clc	<b>12</b> RUN R08 & REPORTS																																																																																																									
<b>13</b>	<b>14</b> Monthly Data Integrity Rpts R08 Pulls to SW by 3:30 pm	<b>15</b> Open Enrollment Begins ADJ29 (R06-R09)	<b>16</b> Adj Pulls to SW by 11:30 am	<b>17</b> ADJ30_a (CY13 LRs R15-R26) ADJ30 (CY14 R06-R09)  <div style="border: 1px solid black; padding: 2px; text-align: center;">No R15-R26 Adjs</div>	<b>18</b> Fin Aid Feed - No R07-R08 Adj/LR Entry until 10 am Adj Pulls to SW by 11:30 am R08 PAYDAY	<b>19</b> R09 PP END																																																																																																									
<b>20</b>	<b>21</b> Run Intl Phtime R09 FOAPAL Validation Report Nn/Nt: Derr/Dcon/Rextrct ADJ31 (R07-R10)  <div style="border: 1px solid black; padding: 2px; text-align: center;">E - 11:59 AM</div>	<b>22</b> Adj Pulls to SW by 11:30 am Nn/Nt: Derr/Dcon/Rextrct  <div style="border: 1px solid black; padding: 2px; text-align: center;">A - 5 PM</div>	<b>23</b> Nn/Nt: Derr/Dcon/Rextrct ADJ32 (R01-R10) Nt: Hr/Rs/Dov/Prf/Lv/Clc/ MTF	<b>24</b> Adj Pulls to SW by 11:30 am Nn/Nt: Derr/Dcon/Rextrct Nt: Hr/Rs/Dov/Prf/Lv/Clc  <div style="border: 1px solid black; padding: 2px; text-align: center;">No R09 Adjustment or LR Entry</div>	<b>25</b> Nn: Derr/Dcon/Rextrct/Prf/ Lv/Clc	<b>26</b> RUN R09 & REPORTS																																																																																																									
<b>27</b>	<b>28</b> R09 Pulls to SW by 3:30 pm	<b>29</b> ADJ33 (R07-R10)	<b>30</b> Adj Pulls to SW by 11:30 am Month End Processing	<div style="display: flex; justify-content: space-around; align-items: flex-start;"> <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></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: small; text-align: center;"> <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 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> </div>			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 2014

## HR Processing Calendar

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				<b>1</b> FY15 Salary Schedule Roll ADJ34 (R07-R10)	<b>2</b> Adj Pulls to SW by 11:30 am R09 PAYDAY	<b>3</b> R10 PP END																																																																																																		
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<b>4</b> L6070 2014S Rate Increase Effective Date (Retro to 4/6/14)	<b>5</b> Run Intl Phptime R10 FOAPAL Validation Report Nn/Nt: Derr/Dcon/Rextrct ADJ35 (R08-R11)  <div style="border: 1px solid black; padding: 2px; text-align: center;">E - 11:59 AM</div>	<b>6</b> FY15 UNAD Salary Sched Load Adj Pulls to SW by 11:30 am Nn/Nt: Derr/Dcon/Rextrct  <div style="border: 1px solid black; padding: 2px; text-align: center;">A - 5 PM</div>	<b>7</b> Nn/Nt: Derr/Dcon/Rextrct ADJ36 (R01-R11) Nt: Hr/Rs/Dov/Prf/Lv/Clc/ MTF	<b>8</b> Adj Pulls to SW by 11:30 am Nn/Nt: Derr/Dcon/Rextrct Nt: Hr/Rs/Dov/Prf/Lv/Clc  <div style="border: 1px solid black; padding: 2px; text-align: center;">No R10 Adjustment or LR Entry</div>	<b>9</b> Nn: Derr/Dcon/Rextrct/Prf/ Lv/Clc	<b>10</b> RUN R10 & REPORTS																																																																																																		
<b>11</b>	<b>12</b> Monthly Data Integrity Rpts R10 Pulls to SW by 3:30 pm	<b>13</b> ADJ37 (R08-R11)	<b>14</b> Adj Pulls to SW by 11:30 am	<b>15</b> ADJ38_a (CY13 LRs R15-R26) ADJ38 (CY14 R08-R11)  <div style="border: 1px solid black; padding: 2px; text-align: center;">No R15-R26 Adjs</div>	<b>16</b> Open Enrollment Ends Fin Aid Feed - No R09-R10 Adj/LR Entry until 10 am Adj Pulls to SW by 11:30 am R10 PAYDAY	<b>17</b> R11 PP END Spring 2014 Effort Cert Period End																																																																																																		
<b>18</b> FAST (Fire Alarm Systems Test) - system outages possible 4 am-4 pm Summer 2014 Effort Cert Period Begin	<b>19</b> Month End HC Processing (for June eligibility file) Run Intl Phptime R11 FOAPAL Validation Report Nn/Nt: Derr/Dcon/Rextrct ADJ39 (R09-R12)  <div style="border: 1px solid black; padding: 2px; text-align: center;">E - 11:59 AM</div>	<b>20</b> HSA Dedns - End FY14 Recs via Mass Update Adj Pulls to SW by 11:30 am Nn/Nt: Derr/Dcon/Rextrct  <div style="border: 1px solid black; padding: 2px; text-align: center;">A - 5 PM</div>	<b>21</b> Begin OE Health Care Entry Nn/Nt: Derr/Dcon/Rextrct ADJ40 (R01-R12) Nt: Hr/Rs/Dov/Prf/Lv/Clc/ MTF	<b>22</b> Adj Pulls to SW by 11:30 am Nn/Nt: Derr/Dcon/Rextrct Nt: Hr/Rs/Dov/Prf/Lv/Clc Regional CY2010-2012 W-2c Info to SW  <div style="border: 1px solid black; padding: 2px; text-align: center;">No R11 Adjustment or LR Entry</div>	<b>23</b> Nn: Derr/Dcon/Rextrct/Prf/ Lv/Clc	<b>24</b> RUN R11 & REPORTS																																																																																																		
<b>25</b> Banner/UAOnline PROD Outage for Equalizer Fix 6am-Noon	<b>26</b> MEMORIAL DAY HOLIDAY	<b>27</b> OnBase PROD Outage for SP2 Upgrade 8am-Noon R11 Pulls to SW by Noon ADJ41 (R09-R12)	<b>28</b> Adj Pulls to SW by 11:30 am	<b>29</b> Open Enrollment Non- Health Care Entry Deadline ADJ42 (R09-R12)	<b>30</b> Adj Pulls to SW by 11:30 am Month End Processing R11 PAYDAY	<b>31</b> R12 PP END																																																																																																		

# June 2014

## HR Processing Calendar

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<b>1</b>	<b>2</b> Run Intl Phptime R12 FOAPAL Validation Report Nn/Nt: Derr/Dcon/Rextrct <b>ADJ43 (R10-R13)</b>  <div style="border: 1px solid black; padding: 2px; margin-bottom: 2px;">E - 11:59 AM</div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 2px;">A - 5 PM</div> <div style="border: 1px solid black; padding: 2px;">LRGP Refresh</div>	<b>3</b> Adj Pulls to SW by 11:30 am Nn/Nt: Derr/Dcon/Rextrct  <div style="border: 1px solid black; padding: 2px; margin-bottom: 2px;">A - 5 PM</div>	<b>4</b> Nn/Nt: Derr/Dcon/Rextrct <b>ADJ44 (R01-R13)</b> Nt: Hr/Rs/Dov/Prf/Lv/Clc/ MTF	<b>5</b> Adj Pulls to SW by 11:30 am Nn/Nt: Derr/Dcon/Rextrct Nt: Hr/Rs/Dov/Prf/Lv/Clc  <div style="border: 1px solid black; padding: 2px;">No R12 Adjustment or LR Entry</div>	<b>6</b> <b>OE Health Care Entry Deadline</b> Nn: Derr/Dcon/Rextrct/Prf/ Lv/Clc	<b>7</b> RUN R12 & REPORTS																																																																																																								
<b>8</b>	<b>9</b> Monthly Data Integrity Rpts R12 Pulls to SW by 3:30 pm  <div style="border: 1px solid black; padding: 2px;">OE Data Entry - Validation Reports</div>	<b>10</b> <b>ADJ45 (R10-R13)</b>	<b>11</b> Adj Pulls to SW by 11:30 am	<b>12</b> <b>ADJ46 (R10-R13)</b>  <div style="border: 1px solid black; padding: 2px;">No R15-R26 ADJ's</div>	<b>13</b> <b>Fin Aid Feed - No R11-R12 Adj/LR Entry until 10 am</b> Adj Pulls to SW by 11:30 am R12 PAYDAY	<b>14</b> R13 PP END																																																																																																								
<b>15</b> FY15 Deduction Start <b>No Entry of 6/15-7/12 Begin Effective Dates for Contg Student Job Assn EPAFs (submit paper job form)</b>	<b>16</b> Run Intl Phptime R13 FOAPAL Validation Report Nn/Nt: Derr/Dcon/Rextrct <b>ADJ47 (R11-R14)</b>  <div style="border: 1px solid black; padding: 2px; margin-bottom: 2px;">E - 11:59 AM</div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 2px;">A - 5 PM</div> <div style="border: 1px solid black; padding: 2px;">FY15 OE Health Care File Processing</div>	<b>17</b> Adj Pulls to SW by 11:30 am Nn/Nt: Derr/Dcon/Rextrct  <div style="border: 1px solid black; padding: 2px; margin-bottom: 2px;">A - 5 PM</div>	<b>18</b> Nn/Nt: Derr/Dcon/Rextrct Nt: Hr/Rs/Dov/Prf/Lv/Clc/ MTF <b>ADJ48 (R01-R14) - LRs Only</b>	<b>19</b> <b>Preliminary FY15 Job Roll Reports Available</b> Adj Pulls to SW by 11:30 am Nn/Nt: Derr/Dcon/Rextrct Nt: Hr/Rs/Dov/Prf/Lv/Clc <b>ADJ48_a (R01-R14) - Payroll Adjs Only</b>  <div style="border: 1px solid black; padding: 2px;">No R13 Adjustment or LR Entry</div>	<b>20</b> Nn: Derr/Dcon/Rextrct/Prf/ Lv/Clc	<b>21</b> RUN R13 & REPORTS BHR Updates: Move XRs to XL LCAT; Add EX/SR to PCLS Sal Grade for EXs																																																																																																								
<b>22</b> <b>No Entry of 6/15-7/12 Begin Effective Dates for Contg Student Job Assn EPAFs (submit paper job form)</b>	<b>23</b> Prior FY Voided Checks to SW R13 Pulls to SW by 3:30 pm	<b>24</b> <b>ADJ49 (FY14 R11-R14)</b>	<b>25</b> Adj Pulls to SW by 11:30 am	<b>26</b> <b>Limited Personnel Data Entry FY15 Job Roll (for ECLSs with pay increases)</b> <b>Last LR Run for CY13</b> <b>ADJ50_a (CY13 LRs R15-R26)</b> <b>ADJ50 (CY14 R11-R14)</b> W2 Balancing	<b>27</b> Run Intl Phptime R14 <b>Restricted Personnel Data Entry</b> FY15 Job Roll (ECLSs wo pay incr) Adj Pulls to SW by 11:30 am Nn/Nt: Derr/Dcon/Rextrct FOAPAL Validation Report R13 PAYDAY  <div style="border: 1px solid black; padding: 2px; margin-bottom: 2px;">E - 11:59 AM</div> <div style="border: 1px solid black; padding: 2px;">A - 5 PM</div>	<b>28</b> <b>Last Day for NR FY14 Personal Holiday Use</b> Nn/Nt: Derr/Dcon/Rextrct R14 PP END																																																																																																								
<b>29</b> <b>No Personal Holiday Leave Use During R15 No Entry of Contg Stude- nt Job Assn EPAFs from 6/29-7/12</b> FY15 Retirement Rates Begin	<b>30</b> <div style="border: 1px solid black; padding: 2px; margin-bottom: 2px;">UAOnline Outage at 3 pm</div> FY15 Fut Job Change Rpts Nn/Nt: Derr/Dcon/Rextrct <div style="border: 1px solid black; padding: 2px; margin-bottom: 2px;">Final FY14 R01-R10 LR Run</div> <b>ADJ51 (FY14 R01-R13 Adjs/ LRs &amp; R14 Adj Entry Only)</b> Nt: Hr/Rs/Dov/Prf/Lv/Clc/ MTF	<table border="1" style="margin: auto; 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>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>		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="margin: auto; 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></td><td></td><td></td><td></td><td>4</td><td>5</td><td>6</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>		July							S	M	T	W	T	F	S					1	2	3					4	5	6	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 2014

## HR Processing Calendar

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		<b>1</b> Adj Pulls to SW by 11:30 am Nn/Nt: Derr/Dcon/Rextrct <b>Nt: Hr/Rs/Dov/Prf/Lv/Clc</b> Month End Processing Quarter End Processing	<b>2</b> Nn: Derr/Dcon/Rextrct/Prf/ Lv/Clc	<b>3</b> HOLIDAY	<b>4</b> INDEPENDENCE DAY HOLIDAY	<b>5</b> RUN R14 & REPORTS FY14 SB Rates	
		No R01-R14 Payroll Adj or LR Entry					
<b>6</b> No Entry of Contg Student Job Assn EPAFs from 6/29-7/12	<b>7</b> Fin Aid Feed - No R13-R14 Adj Entry Until 10 am Monthly Data Integrity Rpts R14 Pulls to SW by 3:30 pm FY15 Budget Roll to Zero FY15 Wking Bdgt Load & Activation L6070 Lv Bank Updt Rpt/JV Prep FY15 SB Rate Updates	<b>8</b> ADJ52 (FY15 R15 @ FY15 SB Rates)	<b>9</b> Adj Pulls to SW by 11:30 am FY14 SB Rate Updates <b>Final FY14 R11-R14 Run</b> ADJ53 FY14 LR & Pay Adjs (R11-R14) @ FY14 SB Rates - Use 6/30/14 post date	<b>10</b> Adj Pulls to SW by 11:30 am FY15 SB Rate Updates ADJ54 (FY15 R15 @ FY15 SB Rates)	<b>11</b> <u>Restricted Personnel Data Entry</u> FY15 Fut Job Recs Update Adj Pulls to SW by 11:30 am R14 PAYDAY	<b>12</b> R15 PP END	
		No NBAPOSN / NBAPBUD Entry					
<b>13</b> PROD Outage for Database Updates 8am-Noon <b>First Day for NR &amp; XR FY15 Personal Holiday Leave Use</b> FY15 Salary Sched Begin	<b>14</b> Run Intl Phptime R15 FOAPAL Validation Report Nn/Nt: Derr/Dcon/Rextrct <del>ADJ55 (FY15 R15-R16)</del> Unscheduled PROD Outage 2-6:30 pm E - 11:59 AM	<b>15</b> FY15 Personal Holiday Leave Accrual Nn/Nt: Derr/Dcon/Rextrct A - 5 PM	<b>16</b> Nn/Nt: Derr/Dcon/Rextrct ADJ56 (FY15 R15-R16) Nt: Hr/Rs/Dov/Prf/Lv/Clc/MTF	<b>17</b> First Day PHL Avail to XRs in WTE (R16 time sheet) Adj Pulls to SW by 11:30 am Nn/Nt: Derr/Dcon/Rextrct Nt: Hr/Rs/Dov/Prf/Lv/Clc No R15 Adjustment or LR Entry	<b>18</b> Nn: Derr/Dcon/Rextrct/Prf/ Lv/Clc FY14 Finance Close	<b>19</b> RUN R15 & REPORTS FY15 SB Rates	
<b>20</b>	<b>21</b> R15 Pulls to SW by 3:30 pm	<b>22</b> ADJ57 (FY15 R15-R16)	<b>23</b> Adj Pulls to SW by 11:30 am	<b>24</b> ADJ58 (FY15 R15-R16 & CY14 R01-R14 Payroll Adjs Only @ FY15 SB Rates) No R01-R14 LRs	<b>25</b> Adj Pulls to SW by 11:30 am R15 PAYDAY	<b>26</b> R16 PP END	
<b>27</b>	<b>28</b> Run Intl Phptime R16 FOAPAL Validation Rpt Nn/Nt: Derr/Dcon/Rextrct ADJ59 (R15-R17) E - 11:59 AM OnBase PROD Outage for Upgrade	<b>29</b> Adj Pulls to SW by 11:30 am Nn/Nt: Derr/Dcon/Rextrct A - 5 PM	<b>30</b> Nn/Nt: Derr/Dcon/Rextrct ADJ60 (R15-R17) Nt: Hr/Rs/Dov/Prf/Lv/Clc/MTF	<b>31</b> Month End Processing Adj Pulls to SW by 11:30 am Nn/Nt: Derr/Dcon/Rextrct Nt: Hr/Rs/Dov/Prf/Lv/Clc No R16 Adj or LR Entry			

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# August 2014

## HR Processing Calendar

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					<b>1</b> Nn: Derr/Dcon/Rextrct/Prf/ Lv/Clc  <span style="border: 1px solid black; padding: 2px;">No R16 Adj or LR Entry</span>	<b>2</b> RUN R16 & REPORTS																																																																																																	
<b>3</b>	<b>4</b> R16 Pulls to SW by 3:30 pm	<b>5</b> ADJ61 (R15-R17)	<b>6</b> Adj Pulls to SW by 11:30 am	<b>7</b> ADJ62 (R15-R17)	<b>8</b> Fin Aid Feed - No R15-R16 Adj/LR Entry until 10 am Adj Pulls to SW by 11:30 am R16 PAYDAY	<b>9</b> R17 PP END Banner/UAOnline/Workflow PROD, UAF Blackboard, & Degree Works Outage for Server OS Upgrades																																																																																																	
<b>10</b> No FTO Lv Use During R18 Until 4 AM - Banner/UAOnline/ Workflow PROD, UAF Blackboard, & Degree Works Outage for Server OS Upgrades	<b>11</b> Run Intl Phptime R17 FOAPAL Validation Report Nn/Nt: Derr/Dcon/Rextrct ADJ63 (R15-R18)  <span style="border: 1px solid black; padding: 2px;">E - 11:59 AM</span>	<b>12</b> Adj Pulls to SW by 11:30 am Nn/Nt: Derr/Dcon/Rextrct  <span style="border: 1px solid black; padding: 2px;">A - 5 PM</span>	<b>13</b> Nn/Nt: Derr/Dcon/Rextrct ADJ64 (R15-R18) Nt: Hr/Rs/Dov/Prf/Lv/Clc/ MTF	<b>14</b> Adj Pulls to SW by 11:30 am Nn/Nt: Derr/Dcon/Rextrct Nt: Hr/Rs/Dov/Prf/Lv/Clc  <span style="border: 1px solid black; padding: 2px;">No R17 Adjustment or LR Entry</span>	<b>15</b> Nn: Derr/Dcon/Rextrct/Prf/ Lv/Clc	<b>16</b> RUN R17 & REPORTS																																																																																																	
<b>17</b>	<b>18</b> BHR Updates: Move A9s & FNs to FL LCAT Monthly Data Integrity Rpts R17 Pulls to SW by 3:30 pm	<b>19</b> BHR Updates: Insert FTO Hours into Leave Buck- ets for F9 Employees ADJ65 (R15-R18)	<b>20</b> Adj Pulls to SW by 11:30 am	<b>21</b> ADJ66 (CY14 R01-R14 Adjs & CY14 R15-R18)  <span style="border: 1px solid black; padding: 2px;">No R01-R14 LRs</span>	<b>22</b> Adj Pulls to SW by 11:30 am R17 PAYDAY	<b>23</b> R18 PP END Summer 2014 Effort Cert Period End																																																																																																	
<b>24</b> Fall 2014 Effort Cert Period Begin	<b>25</b> Run Intl Phptime R18 FOAPAL Validation Report Nn/Nt: Derr/Dcon/Rextrct ADJ67 (R16-R19)  <span style="border: 1px solid black; padding: 2px;">E - 11:59 AM</span>	<b>26</b> Adj Pulls to SW by 11:30 am Nn/Nt: Derr/Dcon/Rextrct  <span style="border: 1px solid black; padding: 2px;">A - 5 PM</span>	<b>27</b> Nn/Nt: Derr/Dcon/Rextrct ADJ68 (R15-R19) Nt: Hr/Rs/Dov/Prf/Lv/Clc/MTF	<b>28</b> FTO Avail to F9s in WTE (R19) Adj Pulls to SW by 11:30 am Nn/Nt: Derr/Dcon/Rextrct Nt: Hr/Rs/Dov/Prf/Lv/Clc  <span style="border: 1px solid black; padding: 2px;">No R18 Adjustment or LR Entry</span>	<b>29</b> Nn: Derr/Dcon/Rextrct/Prf/ Lv/Clc	<b>30</b> RUN R18 & REPORTS																																																																																																	
<b>31</b>	<span style="border: 1px solid black; padding: 2px;">Student Eligibility Report</span>																																																																																																						
		<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>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>	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				<table border="1" style="font-size: small; 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>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></td><td></td><td></td></tr> </tbody> </table>	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 2014

## HR Processing Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	<b>1</b> LABOR DAY HOLIDAY	<b>2</b> R18 Pulls to SW by Noon Month End Processing <b>ADJ69 (R16-R19)</b>	<b>3</b> Adj Pulls to SW by 11:30 am	<b>4</b> <b>ADJ70 (R16-R19)</b>	<b>5</b> <b>Fin Aid Feed - No R17-R18 Adj/LR Entry until 10 am</b> Adj Pulls to SW by 11:30 am R18 PAYDAY	<b>6</b> R19 PP END
Student Eligibility Report						
<b>7</b>	<b>8</b> Run Intl Phtime R19 FOAPAL Validation Report Nn/Nt: Derr/Dcon/Rextrct <b>ADJ71 (R17-R20)</b>  <div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 5px auto;">E - 11:59 AM</div>	<b>9</b> Adj Pulls to SW by 11:30 am Nn/Nt: Derr/Dcon/Rextrct  <div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 5px auto;">A - 5 PM</div>	<b>10</b> Nn/Nt: Derr/Dcon/Rextrct <b>ADJ72 (R15-R20)</b> Nt: Hr/Rs/Dov/Prf/Lv/Clc/ MTF	<b>11</b> Adj Pulls to SW by 11:30 am Nn/Nt: Derr/Dcon/Rextrct Nt: Hr/Rs/Dov/Prf/Lv/Clc  <div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 5px auto;">No R19 Adjustment or LR Entry</div>	<b>12</b> Nn: Derr/Dcon/Rextrct/Prf/ Lv/Clc	<b>13</b> RUN R19 & REPORTS
Student Eligibility Report						
<b>14</b> PROD Outage for Upgrades: Web General 8.6.1 & 8.6.2, Web Tailor 8.6.1, Student 8.6.4 & 8.6.6, & Fin Aid 8.20.1	<b>15</b> Monthly Data Integrity Rpts R19 Pulls to SW by 3:30 pm  <div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 5px auto;">LRGP Refresh</div>	<b>16</b> <b>ADJ73 (R17-R20)</b>	<b>17</b> Adj Pulls to SW by 11:30 am	<b>18</b> <b>ADJ74 (CY14 R01-R14 Adjs &amp; CY14 R17-R20)</b>  <div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 5px auto;">No R01-R14 LRs</div>	<b>19</b> <b>Prelim L6070 Step Increase Report</b> Adj Pulls to SW by 11:30 am R19 PAYDAY <b>Regional CY2011-2013 W-2c Info to SW</b>	<b>20</b> R20 PP END
Student Eligibility Report						
<b>21</b> Banner/UAOnline PROD Outage for Network Maintenance 8-9 AM	<b>22</b> Run Intl Phtime R20 FOAPAL Validation Report Nn/Nt: Derr/Dcon/Rextrct <b>ADJ75 (R18-R21)</b>  <div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 5px auto;">E - 11:59 AM</div>	<b>23</b> Adj Pulls to SW by 11:30 am Nn/Nt: Derr/Dcon/Rextrct  <div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 5px auto;">A - 5 PM</div>	<b>24</b> Nn/Nt: Derr/Dcon/Rextrct <b>ADJ76 (R15-R21)</b> Nt: Hr/Rs/Dov/Prf/Lv/Clc/ MTF	<b>25</b> Adj Pulls to SW by 11:30 am W2 Balancing Nn/Nt: Derr/Dcon/Rextrct Nt: Hr/Rs/Dov/Prf/Lv/Clc  <div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 5px auto;">No R20 Adjustment or LR Entry</div>	<b>26</b> <b>L6070 Step Increase Process</b> Nn: Derr/Dcon/Rextrct/Prf/ Lv/Clc	<b>27</b> RUN R20 & REPORTS
<b>28</b>	<b>29</b> R20 Pulls to SW by 3:30 pm	<b>30</b> <b>ADJ77 (R18-R21)</b>				

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# October 2014

## HR Processing Calendar

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<p style="text-align: center; font-size: 24pt; font-weight: bold;">5</p> <p><b>R21 Payroll Entry of UNAC Lump Sum Payment (10/6-10/10)</b></p>	<p style="text-align: center; font-size: 24pt; font-weight: bold;">6</p> <p>Run Intl Phptime R21 FOAPAL Validation Report Nn/Nt: Derr/Dcon/Rextrct <b>ADJ79 (R19-R22)</b></p> <div style="border: 1px solid black; padding: 2px; text-align: center; margin-top: 5px;">E - 11:59 AM</div>	<p style="text-align: center; font-size: 24pt; font-weight: bold;">7</p> <p>Adj Pulls to SW by 11:30 am Nn/Nt: Derr/Dcon/Rextrct <b>UAFT Leave Bank Update</b></p> <div style="border: 1px solid black; padding: 2px; text-align: center; margin-top: 5px;">A - 5 PM</div>	<p style="text-align: center; font-size: 24pt; font-weight: bold;">8</p> <p>Nn/Nt: Derr/Dcon/Rextrct <b>ADJ80 (R15-R22)</b> Nt: Hr/Rs/Dov/Prf/Lv/Clc/ MTF</p>	<p style="text-align: center; font-size: 24pt; font-weight: bold;">9</p> <p>Adj Pulls to SW by 11:30 am Nn/Nt: Derr/Dcon/Rextrct Nt: Hr/Rs/Dov/Prf/Lv/Clc</p> <div style="border: 1px solid black; padding: 2px; text-align: center; margin-top: 5px;">No R21 Adjustment or LR Entry</div>	<p style="text-align: center; font-size: 24pt; font-weight: bold;">10</p> <p>Nn: Derr/Dcon/Rextrct/Prf/ Lv/Clc</p>	<p style="text-align: center; font-size: 24pt; font-weight: bold;">11</p> <p>RUN R21 &amp; REPORTS</p>																																																																																																								
<p style="text-align: center; font-size: 24pt; font-weight: bold;">12</p> <p>WF PROD Outage for Memory Upgrade &amp; Reboot 8:30-9 AM</p>	<p style="text-align: center; font-size: 24pt; font-weight: bold;">13</p> <p>Monthly Data Integrity Rpts R21 Pulls to SW by 3:30 pm</p>	<p style="text-align: center; font-size: 24pt; font-weight: bold;">14</p> <p><b>ADJ81 (R19-R22)</b></p>	<p style="text-align: center; font-size: 24pt; font-weight: bold;">15</p> <p>Adj Pulls to SW by 11:30 am</p>	<p style="text-align: center; font-size: 24pt; font-weight: bold;">16</p> <p><b>ADJ82 (CY14 R01-R14 Adjs &amp; CY14 R19-R22)</b></p> <div style="border: 1px solid black; padding: 2px; text-align: center; margin-top: 5px;">No R01-R14 LRs</div>	<p style="text-align: center; font-size: 24pt; font-weight: bold;">17</p> <p><b>Fin Aid Feed - No R19-R21 Adj/LR Entry until 10 am</b> Adj Pulls to SW by 11:30 am R21 PAYDAY</p>	<p style="text-align: center; font-size: 24pt; font-weight: bold;">18</p> <p>R22 PP END</p>																																																																																																								
<p style="text-align: center; font-size: 24pt; font-weight: bold;">19</p>	<p style="text-align: center; font-size: 24pt; font-weight: bold;">20</p> <p>Run Intl Phptime R22 FOAPAL Validation Report Nn/Nt: Derr/Dcon/Rextrct <b>ADJ83 (R20-R23)</b></p> <div style="border: 1px solid black; padding: 2px; text-align: center; margin-top: 5px;">E - 11:59 AM</div>	<p style="text-align: center; font-size: 24pt; font-weight: bold;">21</p> <p>Adj Pulls to SW by 11:30 am Nn/Nt: Derr/Dcon/Rextrct Fall HR Data Extract (IR)</p> <div style="border: 1px solid black; padding: 2px; text-align: center; margin-top: 5px;">A - 5 PM</div>	<p style="text-align: center; font-size: 24pt; font-weight: bold;">22</p> <p>Nn/Nt: Derr/Dcon/Rextrct <b>ADJ84 (R15-R23)</b> Nt: Hr/Rs/Dov/Prf/Lv/Clc/ MTF</p>	<p style="text-align: center; font-size: 24pt; font-weight: bold;">23</p> <p>Adj Pulls to SW by 11:30 am W2 Balancing Nn/Nt: Derr/Dcon/Rextrct Nt: Hr/Rs/Dov/Prf/Lv/Clc</p> <div style="border: 1px solid black; padding: 2px; text-align: center; margin-top: 5px;">No R22 Adjustment or LR Entry</div>	<p style="text-align: center; font-size: 24pt; font-weight: bold;">24</p> <p>Nn: Derr/Dcon/Rextrct/Prf/ Lv/Clc</p>	<p style="text-align: center; font-size: 24pt; font-weight: bold;">25</p> <p>RUN R22 &amp; REPORTS</p>																																																																																																								
<p style="text-align: center; font-size: 24pt; font-weight: bold;">26</p> <p>PROD Outage for Upgrades: General &amp; Web General 8.7.1, HR 8.11 (Payroll, PosnCtl, ESS), FinAid 8.21, FinAid SS 8.201</p>	<p style="text-align: center; font-size: 24pt; font-weight: bold;">27</p> <p>R22 Pulls to SW by 3:30 pm</p>	<p style="text-align: center; font-size: 24pt; font-weight: bold;">28</p> <p><b>ADJ85 (R20-R23)</b></p>	<p style="text-align: center; font-size: 24pt; font-weight: bold;">29</p> <p>Adj Pulls to SW by 11:30 am</p>	<p style="text-align: center; font-size: 24pt; font-weight: bold;">30</p> <p><b>ADJ86 (R20-R23)</b></p>	<p style="text-align: center; font-size: 24pt; font-weight: bold;">31</p> <p>Adj Pulls to SW by 11:30 am Month End Processing R22 PAYDAY</p>																																																																																																									

# November 2014

## HR Processing Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1 R23 PP END
2 Workflow PROD Outage - 8.2.0.1 Upgrade & move to Oracle WebLogic Server	3 Run Intl Phtime R23 FOAPAL Validation Report Nn/Nt: Derr/Dcon/Rextrct <b>ADJ87 (R21-R24)</b>  E - 11:59 AM	4 Adj Pulls to SW by 11:30 am Nn/Nt: Derr/Dcon/Rextrct  A - 5 PM	5 Nn/Nt: Derr/Dcon/Rextrct <b>ADJ88 (R15-R24)</b> Nt: Hr/Rs/Dov/Prf/Lv/Clc/ MTF	6 Adj Pulls to SW by 11:30 am Nn/Nt: Derr/Dcon/Rextrct Nt: Hr/Rs/Dov/Prf/Lv/Clc  No R23 Adjustment or LR Entry	7 Nn: Derr/Dcon/Rextrct/Prf/ Lv/Clc	8 RUN R23 & REPORTS W2 Balancing
9	10 Monthly Data Integrity Rpts R23 Pulls to SW by 3:30 pm	11 <b>ADJ89 (R21-R24)</b>	12 Adj Pulls to SW by 11:30 am	13 <b>ADJ90 (CY14 R01-R14 Adjs &amp; CY14 R21-R24)</b>  No R01-R14 LRs	14 <b>Fin Aid Feed - No R22-R23 Adj/LR Entry until 10 am</b> Adj Pulls to SW by 11:30 am R23 PAYDAY	15 R24 PP END
16	17 Run Intl Phtime R24 FOAPAL Validation Report Nn/Nt: Derr/Dcon/Rextrct <b>ADJ91 (R22-R25)</b>  E - 11:59 AM	18 Adj Pulls to SW by 11:30 am Nn/Nt: Derr/Dcon/Rextrct  A - 5 PM	19 Nn/Nt: Derr/Dcon/Rextrct <b>ADJ92 (R15-R25)</b> Nt: Hr/Rs/Dov/Prf/Lv/Clc/ MTF	20 Adj Pulls to SW by 11:30 am Nn/Nt: Derr/Dcon/Rextrct Nt: Hr/Rs/Dov/Prf/Lv/Clc  No R24 Adjustment or LR Entry	21 Nn: Derr/Dcon/Rextrct/Prf/ Lv/Clc	22 RUN R24 & REPORTS
23	24 R24 Pulls to SW by 3:30 pm	25 <b>ADJ93 (R22-R25)</b>	26 Adj Pulls to SW by 11:30 am W2 Balancing Month End Processing	27 THANKSGIVING DAY HOLIDAY	28 HOLIDAY R24 PAYDAY	29 R25 PP END
30						

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# December 2014

## HR Processing Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday																																																																																																																						
	<b>1</b> Run Intl Phptime R25 FOAPAL Validation Report Nn/Nt: Derr/Dcon/Rextrct <b>ADJ94 (R23-R26)</b>  <div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 5px auto;">E - 11:59 AM</div>	<b>2</b> Adj Pulls to SW by 11:30 am Nn/Nt: Derr/Dcon/Rextrct  <div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 5px auto;">A - 5 PM</div>	<b>3</b> Nn/Nt: Derr/Dcon/Rextrct <b>ADJ95 (R15-R26)</b> Nt: Hr/Rs/Dov/Prf/Lv/Clc/ MTF	<b>4</b> Adj Pulls to SW by 11:30 am Nn/Nt: Derr/Dcon/Rextrct Nt: Hr/Rs/Dov/Prf/Lv/Clc  <div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 5px auto;">No R25 Adjustment or LR Entry</div>	<b>5</b> Nn: Derr/Dcon/Rextrct/Prf/ Lv/Clc	<b>6</b> RUN R25 & REPORTS																																																																																																																						
<b>7</b>	<b>8</b> Monthly Data Integrity Rpts R25 Pulls to SW by 3:30 pm  <div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 5px auto;">LRGP Off-Site Failover until 12/9/14 at 10AM</div>	<b>9</b> <b>ADJ96 (R23-R26)</b>	<b>10</b> Adj Pulls to SW by 11:30 am	<b>11</b> <b>ADJ97 (CY14 R01-R14                      Adjs &amp; CY14 R23-26)</b>  <div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 5px auto;">No R01-R14 LRs</div>	<b>12</b> <b>Fin Aid Feed - No R24-R25                      Adj/LR Entry until 10                      am</b> Adj Pulls to SW by 11:30 am R25 PAYDAY	<b>13</b> R26 PP END																																																																																																																						
<b>14</b> RPTP Outage for move to Talkeetna Server & 11g Upgrade HR - Begin Scanning Docs into OnBase (as of CY2015 R01)	<b>15</b> Run Intl Phptime R26 FOAPAL Validation Report Nn/Nt: Derr/Dcon/Rextrct <b>ADJ98 (R23-R26)</b>  <div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 5px auto;">E - 11:59 AM</div>	<b>16</b> Adj Pulls to SW by 11:30 am Nn/Nt: Derr/Dcon/Rextrct  <div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 5px auto;">A - 5 PM</div>	<b>17</b> Nn/Nt: Derr/Dcon/Rextrct <b>ADJ99 (R15-R26)</b> Nt: Hr/Rs/Dov/Prf/Lv/Clc/ MTF	<b>18</b> <b>No Labor Redistribution                      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  <div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 5px auto;">No R26 Adjustment or LR Entry</div>	<b>19</b> <b>No Labor Redistribution                      Entry until Further Notice</b> Nn: Derr/Dcon/Rextrct/Prf/ Lv/Clc	<b>20</b> RUN R26 & REPORTS																																																																																																																						
<b>21</b> <b>PROD Outage for BHR                      Regulatory Release                      (Pay 8.11.2 &amp; ESS                      8.11.1) 6AM-12PM</b> W2 Balancing (2013 prgms) <b>No Labor Redistribution                      Entry until Further Notice</b>	<b>22</b> R26 Pulls to SW by 10 am <b>ADJ100 (R26 Pay Adjs                      Only) (No LRs)</b> W2 Balancing (2014 prgms)	<b>23</b> Month End Processing Adj Pulls to SW by 11:30 am <b>Regulatory Tax Updates                      (after Month End pro-                      cessing completed)</b>	<b>24</b> <b>Run Intl Phptime R01</b> FOAPAL Validation Report Nn/Nt: Derr/Dcon/Rextrct	<b>25</b> CHRISTMAS HOLIDAY	<b>26</b> HOLIDAY R26 PAYDAY	<b>27</b> R01 PP END Nn/Nt: Derr/Dcon/ Rextrct																																																																																																																						
<b>28</b> <b>No Labor Redistribution                      Entry until Further Notice</b>	<b>29</b> Nn/Nt: Derr/Dcon/Rextrct Nt: Hr/Rs/Dov/Prf/Lv/ Clc/MTF  <div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 5px auto;">E - 11:59 AM</div> <div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 5px auto;">A - 5 PM</div>	<b>30</b> RPTP Refresh of Payroll Process Snapshots at 6AM Nn/Nt: Derr/Dcon/Rextrct Nt: Hr/Rs/Dov/Prf/Lv/Clc	<b>31</b> RPTP Refresh of Payroll Process Snapshots at 6AM Nn: Derr/Dcon/Rextrct/Prf/ Lv/Clc  <div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 5px auto;">HOLIDAY CLOSURE</div>	<table border="1" style="margin: 0 auto; border-collapse: collapse;"> <tr><th colspan="7">November 14</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></td><td></td><td></td><td></td><td></td><td></td></tr> </table> <table border="1" style="margin: 0 auto; border-collapse: collapse;"> <tr><th colspan="7">January 15</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></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> </table>		November 14							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 15							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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