

Note: The scheduled 2017 adjustment runs (for payroll and labor redistribution entries) are subject to change; periodically refer back to the HR procedures Reference web page for possible updates to this document.

January 2017 HR Processing Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday														
1	2	3	4	5	6	7														
No 2016 R15-R26 Labor Redistribution Entry Until Further Notice	HOLIDAY - UA OFFICES CLOSED	HOLIDAY - UA OFFICES CLOSED	10:00 am due date '2016 W2_1 ADJ Run - (2016 R01-R26) (No LRs) - Use 12/31/16 history/ posting override date	ADJ01 (CY17 R01-R02)	2016 W2_2 ADJ Run (2016 R01-R26) & (2017 R03 if needed) (No LRs) - Use 12/31/16 history/ posting override date. Check issue date will be 01/09/17	R02 PP END														
R01 pulls to SW by 3:30 pm	No R01 Adj or LR Entry			W2 Balancing W2-1 pulls to SW by 11:30 am	Adj Pulls to SW by 11:30 am R01 PAYDAY															
8	9	10	11	12	13	14														
No 2016 R15-R26 Labor Redistribution Entry Until Further Notice	ADJ02 (CY 17 R01-R03)	Adj Pulls to SW by 11:30 am	ADJ03 (R01-R03)	Adj Pulls to SW by 11:30 am	Nn: Derr/Dcon/Rextrct/Prf/Lv/Calc	RUN R02 & REPORTS														
	Emp WTS by 11:59 AM FOAPAL Validation Report Monthly Data Integrity Reports Nn/Nt: Derr/Decon/Rxtrct Run Intl Phptime R02	Appr WTS By - 5 PM Nn/Nt: Derr/Decon/Rxtrct	Nn/Nt: Derr/Decon/Rxtrct Nt: HR/Rs/Dov/Prf/Lv/Calc/MTF	Nn/Nt: Derr/Decon/Rxtrct Nt: HR/Rs/Dov/Prf/Lv/Calc	No R02 Adjustment or LR Entry															
15	16	17	18	19	20	21														
No 2016 R15-R26 Labor Redistribution Entry Until Further Notice	MARTIN LUTHER KING JR DAY IN CELEBRATION OF ALASKA CIVIL RIGHTS HOLIDAY - UA OFFICES CLOSED	ADJ04 (R01-R03)	Adj Pulls to SW by 11:30 am	ADJ05 (R01-R03)	Adj Pulls to SW by 11:30 am	R03 PP END														
R02 Pulls to SW by 3:30 pm					Fin Aid Feed - No R01-R02 Adj Entry until 10 am R02 PAYDAY															
					Student Eligibility Report															
22	23	24	25	26	27	28														
	ADJ06 (R01-R04)	2016 W-2 Processing (UAOnline Form) TENTATIVE Adj Pulls to SW by 11:30 am	ADJ07 (R01-R04)	Adj Pulls to SW by 11:30 am	Nn: Derr/Dcon/Rextrct/Prf/Lv/Calc	RUN R03 & REPORTS														
	Emp WTS by 11:59 am FOAPAL Validation Report Nn/Nt: Derr/Decon/Rxtrct Run Intl Phptime R03	Appr WTS By - 5 PM Nn/Nt: Derr/Decon/Rxtrct	Nn/Nt: Derr/Decon/Rxtrct Nt: HR/Rs/Dov/Prf/Lv/Calc/MTF	Nt: HR/Rs/Dov/Prf/Lv/Calc/MTF	No R03 Adjustment or LR Entry															
					Student Eligibility Report															
29	30	31	Notes:																	
	R03 Pulls to SW by 3:30 pm	ADJ08 (R01-R04) ADJ08_a (CY16 LRs R15-R26) 1 pm start																		
	Student Eligibility Report																			
			<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center; border-bottom: 1px solid black;">December '16</td> <td style="text-align: center; border-bottom: 1px solid black;">February '17</td> </tr> <tr> <td style="text-align: center; border-bottom: 1px solid black;">S M T W T F S</td> <td style="text-align: center; border-bottom: 1px solid black;">S M T W T F S</td> </tr> <tr> <td style="text-align: center;">1 2 3</td> <td style="text-align: center;">1 2 3 4</td> </tr> <tr> <td style="text-align: center;">4 5 6 7 8 9 10</td> <td style="text-align: center;">5 6 7 8 9 10 11</td> </tr> <tr> <td style="text-align: center;">11 12 13 14 15 16 17</td> <td style="text-align: center;">12 13 14 15 16 17 18</td> </tr> <tr> <td style="text-align: center;">18 19 20 21 22 23 24</td> <td style="text-align: center;">19 20 21 22 23 24 25</td> </tr> <tr> <td style="text-align: center;">25 26 27 28 29 30 31</td> <td style="text-align: center;">26 27 28</td> </tr> </table>				December '16	February '17	S M T W T F S	S M T W T F S	1 2 3	1 2 3 4	4 5 6 7 8 9 10	5 6 7 8 9 10 11	11 12 13 14 15 16 17	12 13 14 15 16 17 18	18 19 20 21 22 23 24	19 20 21 22 23 24 25	25 26 27 28 29 30 31	26 27 28
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February 2017 HR Processing Calendar

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			1 Month End Processing JAN	2 ADJ09 (R01-R04)	3 Adj Pulls to SW by 11:30 am R03 PAYDAY	4 R04 PP END																																																																																																									
			Student Eligibility Report																																																																																																												
			5	6 ADJ10 (R02-R05) Emp WTS by 11:59 AM FOAPAL Validation Report Monthly Data Integrity Reports Nn/Nt: Derr/Decon/Rxtrct Run Intl Phptime R04	7 Adj Pulls to SW by 11:30 am Appr WTS By - 5 PM Nn/Nt: Derr/Decon/Rxtrct	8 ADJ11 (R01-R05) Nn/Nt: Derr/Decon/Rxtrct Nt: HR/Rs/Dov/Prf/Lv/Calc/MTF	9 Adj Pulls to SW by 11:30 am Nn/Nt: Derr/Decon/Rxtrct Nn: Derr/Decon/Rxtrct/Prf/Lv/Calc	10 Nn: Derr/Dcon/Rxtrct/Prf/Lv/Calc	11 Annual Leave Roll RUN R04 & REPORTS																																																																																																						
			No R04 Adjustment or LR Entry																																																																																																												
12	13 R04 Pulls to SW by 3:30 pm	14 ADJ12 (R02-R05)	15 Adj Pulls to SW by 11:30 am	16 ADJ13 (R02-R05) ADJ13_a (CY16 LRs R15-R26) 1 pm start (processed all payrolls)	17 Adj Pulls to SW by 11:30 am Fin Aid Feed - No R03-R04 Adj/LR Entry until 10 am R04 PAYDAY	18 R05 PP END																																																																																																									
19	20 ADJ14 (R03-R06) Emp WTS by 11:59 AM FOAPAL Validation Report Nn/Nt: Derr/Decon/Rxtrct Run Intl Phptime R05	21 Adj Pulls to SW by 11:30 am Appr WTS By - 5 PM Nn/Nt: Derr/Decon/Rxtrct	22 ADJ15 (R01-R06) Nn/Nt: Derr/Decon/Rxtrct Nt: HR/Rs/Dov/Prf/Lv/Calc/MTF	23 Adj Pulls to SW by 11:30 am Nn/Nt: Derr/Decon/Rxtrct Nt: HR/Rs/Dov/Prf/Lv/Calc	24 Nn: Derr/Dcon/Rxtrct/Prf/Lv/Calc	25 RUN R5 & REPORTS																																																																																																									
26	27 R5 Pulls to SW by 3:30 pm	28 ADJ16 (R03-R06)	Notes:																																																																																																												
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February '17							April '17																																																																																																															
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5	6 ADJ18 (R04 -R07) Emp WTS by 11:59 AM FOAPAL Validation Report Monthly Data Integrity Reports Nn/Nt: Derr/Decon/Rxtrct Run Intl Phptime R06	7 Adj Pulls to SW by 11:30 am Appr WTS By - 5 PM Nn/Nt: Derr/Decon/Rxtrct	8 ADJ19 (R01 -R07) Nn/Nt: Derr/Decon/Rxtrct Nt: HR/Rs/Dov/Prf/Lv/Calc/MTF	9 Adj Pulls to SW by 11:30 am Nn/Nt: Derr/Decon/Rxtrct Nt: HR/Rs/Dov/Prf/Lv/Calc	10 Fin Aid Feed - No R05-R06 Adj/LR Entry until 10 am Nn: Derr/Dcon/Rextrct/Prf/Lv/Calc	11 RUN R06 & REPORTS																																																																																																																
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	12 R06 Pulls to SW by 3:30 pm	14 ADJ20 (R04-R07)	15 Adj Pulls to SW by 11:30 am 1042s Form to be mailed	16 ADJ21 (R04 -R07) ADJ21_a (CY16 LRs R15-R26) 1 pm start	17 Adj Pulls to SW by 11:30 am R06 PAYDAY Spring Break Holiday UA Offices closed																																																																																																																	
	19	20 ADJ22 (R05 -R08) Emp WTS by 11:59 AM FOAPAL Validation Report Nn/Nt: Derr/Decon/Rxtrct Run Intl Phptime R07	21 Adj Pulls to SW by 11:30 am Appr WTS By - 5 PM Nn/Nt: Derr/Decon/Rxtrct	22 ADJ23 (CY17 R01-R08) NO R15-R26 Adjs Nn/Nt: Derr/Decon/Rxtrct Nt: HR/Rs/Dov/Prf/Lv/Calc/MTF	23 Adj Pulls to SW by 11:30 am Nn/Nt: Derr/Decon/Rxtrct Nt: HR/Rs/Dov/Prf/Lv/Calc		24 Nn: Derr/Dcon/Rextrct/Prf/Lv/Calc																																																																																																															
26	27 R07 Pulls to SW by 3:30 pm	28 ADJ24 (R05-R08)	29 Adj Pulls to SW by 11:30 am	30 ADJ25 (R05-R08)	31 1st QTR End Processing Adj Pulls to SW by 11:30 am Month End Processing -MAR R07 PAYDAY W2 Balancing	Notes:																																																																																																																

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	ADJ26 (R06-R09)	Adj Pulls to SW by 11:30 am	ADJ27 (R01-R09)	Adj Pulls to SW by 11:30 am	Nn: Derr/Dcon/Rextrct/Prf/Lv/Calc	RUN R08 & REPORTS																																																																																																		
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	Monthly Data Integrity Reports	ADJ28 (R06-R09)	Adj Pulls to SW by 11:30 am	ADJ29 (R06-R09)	Adj Pulls to SW by 11:30 am	R09 PP END																																																																																																		
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	ADJ30 (R07-R10)	Adj Pulls to SW by 11:30 am	ADJ31 (R01-R10)	Adj Pulls to SW by 11:30 am	Nn: Derr/Dcon/Rextrct/Prf/Lv/Calc	RUN R09 & REPORTS																																																																																																		
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May 2017 HR Processing Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday																																																																																																																
	1 ADJ34 (R08-R11)	2 Adj Pulls to SW by 11:30 am	3 ADJ35 (R01-R11)	4	5 Nn: Derr/Dcon/Rextrct/Prf/Lv/Calc	6 RUN R10 & REPORTS																																																																																																																
Nn/Nt:	Emp WTS by 11:59 AM FOAPAL Validation Report Nn/Nt: Derr/Decon/Rxtrct Run Intl Phptime R10	Appr WTS By - 5 PM Nn/Nt: Derr/Decon/Rxtrct	Nt: HR/Rs/Dov/Prf/Lv/Calc/MTF	Nn/Nt: Derr/Decon/Rxtrct Nt: HR/Rs/Dov/Prf/Lv/Calc																																																																																																																		
				No R10 Adjustment or LR Entry																																																																																																																		
7	8 Monthly Data Integrity Reports R10 Pulls to SW by 3:30 pm	9 ADJ36 (R08-R11)	10 Adj Pulls to SW by 11:30 am	11 ADJ37 (R08-R11)	12 Adj Pulls to SW by 11:30 am FY18 Salary Rolls TENTATIVE Fin Aid Feed - No R09-R11 Adj/LR Entry until 10 am R10 PAYDAY	13 R11 PP END																																																																																																																
14	15 ADJ38 (R09-R12)	16 Adj Pulls to SW by 11:30 am	17 ADJ39 (R01-R12)	18 Adj Pulls to SW by 11:30 am	19 Month End HC Processing (for June eligibility file)	20 RUN R11 & REPORTS																																																																																																																
Appr WTS By - 5 PM	Emp WTS by 11:59 AM FOAPAL Validation Report Nn/Nt: Derr/Decon/Rxtrct Open Enrollment Ends Run Intl Phptime R11	Nn/Nt: Derr/Decon/Rxtrct	Nn/Nt: Derr/Decon/Rxtrct Nt: HR/Rs/Dov/Prf/Lv/Calc/MTF	Nn/Nt: Derr/Decon/Rxtrct Stop Entering Benefits Nt: HR/Rs/Dov/Prf/Lv/Calc Validation Reports	Nn: Derr/Dcon/Rextrct/Prf/Lv/Calc																																																																																																																	
				No R11 Adjustment or LR Entry																																																																																																																		
21	22 R 11 Pulls to SW by 3:30 pm Systems Sends OE Data to Camp	23 ADJ40 (R09-R12)	24 Adj Pulls to SW by 11:30 am OE Deduction Data Entry BEGIN	25 ADJ41 (R09-R12) ADJ41_a (CY16 LRs R15-R26) 1 pm start	26 Adj Pulls to SW by 11:30 am Emp WTS by 5:00 PM -early! FOAPAL Validation Report Nn/Nt: Derr/Decon/Rxtrct R11 PAYDAY Run Intl Phptime R12	27 R12 PP END																																																																																																																
28	29 Memorial Day - UA Office Closed	30 Appr WTS By - 5 PM Nn/Nt: Derr/Decon/Rxtrct	31 ADJ42 (R01-R13) Nn/Nt: Derr/Decon/Rxtrct Nt: HR/Rs/Dov/Prf/Lv/Calc/MTF	Notes: <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="7" style="text-align: center;">April '17</th> <th colspan="7" style="text-align: center;">June '17</th> </tr> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th> <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> <td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td> </tr> <tr> <td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td> <td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td> </tr> <tr> <td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td> <td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td> </tr> <tr> <td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td> <td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td> </tr> <tr> <td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td> <td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td> </tr> <tr> <td>30</td><td></td><td></td><td></td><td></td><td></td><td></td> <td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </tbody> </table>			April '17							June '17							S	M	T	W	T	F	S	S	M	T	W	T	F	S							1						1	2	3	2	3	4	5	6	7	8	4	5	6	7	8	9	10	9	10	11	12	13	14	15	11	12	13	14	15	16	17	16	17	18	19	20	21	22	18	19	20	21	22	23	24	23	24	25	26	27	28	29	25	26	27	28	29	30	30													
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June 2017 HR Processing Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	May '17 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 '17 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		1 Adj Pulls to SW by 11:30 am Month End Processing -MAY Nn/Nt: Derr/Decon/Rxtrct Nt: HR/Rs/Dov/Prf/Lv/Calc No R12 Adjustment or LR Entry	2 Nn: Derr/Dcon/Rextrct/Prf/Lv/Calc	3 RUN R12 & REPORTS
4	5 R12 Pulls to SW by 3:30 pm	6 ADJ43 (R10-R13)	7 Adj Pulls to SW by 11:30 am	8 ADJ44 (R10-R13)	9 Adj Pulls to SW by 11:30 am FY18 WRB Entry Begins Fin Aid Feed - No R012-R13 Adj/LR Entry until 10 am OE Entry Deadline R12 PAYDAY	10 R13 PP END
11	12 ADJ45 (R11-R14) Appr WTS By - 5 PM Emp WTS by 11:59 AM FOAPAL Validation Report Monthly Data Integrity Nn/Nt: Derr/Decon/Rxtrct OE error reports Run Intl Phptime R13	13 Adj Pulls to SW by 11:30 am Nn/Nt: Derr/Decon/Rxtrct	14 ADJ46 (R01-R14) Nn/Nt: Derr/Decon/Rxtrct Nt: HR/Rs/Dov/Prf/Lv/Calc/MTF	15 Adj Pulls to SW by 11:30 am Nn/Nt: Derr/Decon/Rxtrct Nt: HR/Rs/Dov/Prf/Lv/Calc No R13 Adjustment or LR Entry	16 Nn: Derr/Dcon/Rextrct/Prf/Lv/Calc Prelim FY18 Job Roll Reports FY 18 WRB Entry Ends	17 RUN R13 & REPORTS
18	19 FY18 OE Health Care File Processing R13 Pulls to SW by 3:30 pm	20 ADJ47 (R11-R14)	21 Adj Pulls to SW by 11:30 am	22 ADJ48 (R11-R14) FINAL LR Run for 2016 ADJ48_a (CY16 LRs R15-R26) 1 pm start FINAL RUN NO R15-R26 ADJs	23 Adj Pulls to SW by 11:30 am FY18 Job Roll Process NO NBAJOBS Entry R13 PAYDAY	24 Last Day for FY17 Personal Holiday Leave Use (NR) R14 PP END
25	26 ADJ49 (R11-R14) Emp WTS by 11:59 AM FOAPAL Validation Report Nn/Nt: Derr/Decon/Rxtrct Run Intl Phptime R14	27 Adj Pulls to SW by 11:30 am Appr WTS By - 5 PM Nn/Nt: Derr/Decon/Rxtrct	28 ADJ50 (R01-R14) & FINAL LR RUN FY17 R1-R10 Nn/Nt: Derr/Decon/Rxtrct Nt: HR/Rs/Dov/Prf/Lv/Calc/MTF	29 Adj Pulls to SW by 11:30 am Month End Processing - JUN NO Entry of FY18 FTO Hours via WTE July 1-8 (A9/F9/FN) 2nd QTR End Processing NO POSN/PBUD Entry Nn/Nt: Derr/Decon/Rxtrct No R14 Adjustment or LR Entry Nt: HR/Rs/Dov/Prf/Lv/Calc W-2 Balancing	30 FY18 Wrking Bdgt Load Nn: Derr/Dcon/Rextrct/Prf/Lv/Calc Pay Adjusts: No R14LR Entry LRs: NO R01-R10, R14 Entry UOnline Outage @ 3 pm (tentative)	Notes:

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July 2017 HR Processing Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday																																																																																																															
			10: []			1 RUN R14 & REPORTS W FY17																																																																																																															
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NO POSN/PBUD Entry			ADJ51 FINAL FY17 LR & Pay R11-R14 @FY 17 rates use 06/30/17 posting	ADJ52 R15 ONLY @ FY18 rates	Fin Aid Feed - No R014 Adj/LR Entry until 10 am	R15 PP END																																																																																																															
	INDEPENDENCE DAY HOLIDAY - UA OFFICES CLOSED	INDEPENDENCE DAY HOLIDAY - UA OFFICES CLOSED	FY18 Budget Activation	Adj51 Pulls to SW by 11:30 am	Prelim Fut Job Roll rpts																																																																																																																
R14 Pulls to SW by 3:00			FY18 SB Rate Update		R14 PAYDAY																																																																																																																
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New FY Salary Increase eff date	ADJ53 (FY18 R15-R16)	Adj Pulls to SW by 11:30 am	ADJ54 (FY18 R15-R16)	Adj Pulls to SW by 11:30 am	Future Job Updates process	FY18 SB Rates																																																																																																															
	Emp WTS by 11:59 AM	Appr WTS By - 5 PM	Nn/Nt: Derr/Decon/Rxtrct	Nn/Nt: Derr/Decon/Rxtrct	Nn: Derr/Dcon/Rextrct/Prf/Lv/Calc	RUN R15 & REPORTS																																																																																																															
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	ADJ55 FY17 portion of R15 only @FY17SB rates 06/25-06/30 only @ 3 pm	ADJ56 (FY18 R14-R16)	Adj56 Pulls to SW by 11:30 am	ADJ 57 (FY18 R15-R16 & 2017 R01-R14 pay adjs only)	Adj57 Pulls to SW by 11:30 am	R16 PP END																																																																																																															
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	ADJ58 (R15-R17)	Adj Pulls to SW by 11:30 am	ADJ59 (R15-R17)	Adj Pulls to SW by 11:30 am	Nn: Derr/Dcon/Rextrct/Prf/Lv/Calc	RUN R16 & REPORTS																																																																																																															
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August 2017 HR Processing Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday																																																																																																																	
		1 ADJ60 (R15-R17)	2 10:00 am due date '2016 W2_1	3 ADJ61 (R15-R17)	4 Adj Pulls to SW by 11:30 am Fin Aid Feed - No R15-R16 Adj/LR Entry until 10 am R16 PAYDAY	5 R17 PP END																																																																																																																	
6	7 ADJ62 (R15-R18) Emp WTS by 11:59 AM FOAPAL Validation Report Nn/Nt: Derr/Decon/Rxtrct Run Intl Phptime R17	8 Adj Pulls to SW by 11:30 am Appr WTS By - 5 PM Nn/Nt: Derr/Decon/Rxtrct	9 ADJ63 (R15-R18) Nn/Nt: Derr/Decon/Rxtrct Nt: HR/Rs/Dov/Prf/Lv/Calc/MTF	10 Adj Pulls to SW by 11:30 am Nn/Nt: Derr/Decon/Rxtrct Nt: HR/Rs/Dov/Prf/Lv/Calc	11 Nn: Derr/Dcon/Rextrct/Prf/Lv/Calc	12 RUN R17 & REPORTS																																																																																																																	
13	14 Monthly Data Integrity Reports R17 Pulls to SW by 3:30 pm	15 ADJ64 (R15-R18)	16 Adj Pulls to SW by 11:30 am	17 ADJ65 (CY17 R01-R14 & CY17 R15-R18 Pay ADJs ONLY) NO R01-R14 LRs	18 Adj Pulls to SW by 11:30 am R17 PAYDAY	19 R18 PP END																																																																																																																	
20	21 ADJ66 (R16-R19) Emp WTS by 11:59 AM FOAPAL Validation Report Nn/Nt: Derr/Decon/Rxtrct Run Intl Phptime R18	22 Adj Pulls to SW by 11:30 am Appr WTS By - 5 PM Nn/Nt: Derr/Decon/Rxtrct	23 ADJ67 (R15-R19) Nn/Nt: Derr/Decon/Rxtrct Nt: HR/Rs/Dov/Prf/Lv/Calc/MTF	24 Adj Pulls to SW by 11:30 am Nn/Nt: Derr/Decon/Rxtrct Nt: HR/Rs/Dov/Prf/Lv/Calc	25 Nn: Derr/Dcon/Rextrct/Prf/Lv/Calc	26 RUN R18 & REPORTS																																																																																																																	
27	28 R18 Pulls to SW by 3:30 pm	29 ADJ68 (R16-R19)	30 Adj Pulls to SW by 11:30 am	31 ADJ69 (R16-R19)	Notes: <table border="1" style="font-size: small;"> <tr> <th colspan="7">July '17</th> <th colspan="7">September '17</th> </tr> <tr> <td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td> <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> <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> <td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td> </tr> <tr> <td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td> <td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td> </tr> <tr> <td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td> <td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td> </tr> <tr> <td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td> <td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td> </tr> <tr> <td>30</td><td>31</td><td></td><td></td><td></td><td></td><td></td> <td>30</td><td>31</td><td></td><td></td><td></td><td></td><td></td> </tr> </table>	July '17							September '17							S	M	T	W	T	F	S	S	M	T	W	T	F	S							1							1	2	3	4	5	6	7	8	3	4	5	6	7	8	9	9	10	11	12	13	14	15	10	11	12	13	14	15	16	16	17	18	19	20	21	22	17	18	19	20	21	22	23	23	24	25	26	27	28	29	24	25	26	27	28	29	30	30	31						30	31						Student Eligibility Report	
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September 2017 HR Processing Calendar

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3	4 LABOR DAY HOLIDAY - UA OFFICES CLOSED	5 Appr WTS By - 5 PM	6 ADJ70 (R15-R20)	7 Adj Pulls to SW by 11:30 am	8 Nn: Derr/Dcon/Rextrct/Prf/Lv/Calc	9 RUN R19 & REPORTS																																																																																				
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10	11 Monthly Data Integrity R19 Pulls to SW by 3:30 pm	12 ADJ71 (R17-R20)	13 Adj Pulls to SW by 11:30 am	14 ADJ72 CY17 R17-R20	15 Adj Pulls to SW by 11:30 am	16 R20 PP END																																																																																				
		Student Eligibility Report																																																																																								
17	18 ADJ73 (R18-R21)	19 Adj Pulls to SW by 11:30 am	20 ADJ74 (R15-R21)	21 Adj Pulls to SW by 11:30 am	22 Nn: Derr/Dcon/Rextrct/Prf/Lv/Calc	23 RUN R20 & REPORTS																																																																																				
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24	25 R20 Pulls to SW by 3:30 pm	26 ADJ75 (R18-R21)	27 Adj Pulls to SW by 11:30 am	28 ADJ76 (CY17 R01-R14 Adjs & CY17 R18-R21) NO R01-R14 LRs	29 Adj Pulls to SW by 11:30 am	30 R21 PP END																																																																																				
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October 2017 HR Processing Calendar

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1	2 ADJ77 (R19-R22)	3 Adj Pulls to SW by 11:30 am	4 10:00 am due date 2016 WZ_1 ADJ Run - (2016 R01-R26) (No LRs) - Use	5 Adj Pulls to SW by 11:30 am	6 Nn: Derr/Dcon/Rextrct/Prf/Lv/Calc	7 RUN R21 & REPORTS																																																																																																		
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	Run Intl Phptime R21																																																																																																							
8	9 Monthly Data Integrity Reports R21 Pulls to SW by 3:30 pm	10 ADJ79 (R19-R22)	11 Adj Pulls to SW by 11:30 am	12 ADJ80 CY17 R19-R22	13 Adj Pulls to SW by 11:30 am	14 R22 PP END																																																																																																		
					Fin Aid Feed - No R20-R21 Adj/LR Entry until 10 am																																																																																																			
					R21 PAYDAY																																																																																																			
15	16 ADJ81 (R20-R23)	17 Adj Pulls to SW by 11:30 am	18 ADJ82 (R15-R23)	19 Adj Pulls to SW by 11:30 am	20 Nn: Derr/Dcon/Rextrct/Prf/Lv/Calc	21 RUN R22 & REPORTS																																																																																																		
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22	23 R22 Pulls to SW by 3:30 pm	24 ADJ83 (R20-R23)	25 Adj Pulls to SW by 11:30 am	26 ADJ84 (CY17 R01-R14 & R20-R23)	27 Adj Pulls to SW by 11:30 am	28 R23 PP END																																																																																																		
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29	30 ADJ85 (R21-R24)	31 Adj Pulls to SW by 11:30 am	Notes: <table style="display: inline-table; vertical-align: top; margin-right: 20px;"> <thead> <tr> <th colspan="7">September '17</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>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> </tbody> </table> <table style="display: inline-table; vertical-align: top;"> <thead> <tr> <th colspan="7">November '17</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 3 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> </tbody> </table>				September '17							S	M	T	W	T	F	S						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	November '17							S	M	T	W	T	F	S						1	2 3 4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30		
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November 2017 HR Processing Calendar

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5	6 Monthly Data Integrity Reports R23 Pulls to SW by 3:30 pm	7 ADJ87 (R21-R24)	8 Adj Pulls to SW by 11:30 am	9 ADJ88 (R21-R24)	10 Adj Pulls to SW by 11:30 am Fin Aid Feed - No R22-R23 Adj/LR Entry until 10 am R23 PAYDAY	11 R24 PP END																																																																																																																																																																																																																															
12	13 ADJ89 (R22-R25) Emp WTS by 11:59 AM FOAPAL Validation Report Nn/Nt: Derr/Decon/Rxtrct Run Intl Phptime R24	14 Adj Pulls to SW by 11:30 am Appr WTS By - 5 PM Nn/Nt: Derr/Decon/Rxtrct	15 ADJ90 (R15-R25) Nn/Nt: Derr/Decon/Rxtrct Nt: HR/Rs/Dov/Prf/Lv/Calc/MTF	16 Adj Pulls to SW by 11:30 am Nn/Nt: Derr/Decon/Rxtrct Nt: HR/Rs/Dov/Prf/Lv/Calc	17 Nn: Derr/Dcon/Rextrct/Prf/Lv/Calc	18 RUN R24 & REPORTS																																																																																																																																																																																																																															
19	20 R24 Pulls to SW by 3:30 pm	21 ADJ91_a (R22-R25) Adj Pulls to SW by 11:30 am ADJ91_b CY R01-R14 LRs	22	23 THANKSGIVING HOLIDAY - UA OFFICES CLOSED	24 THANKSGIVING HOLIDAY - UA OFFICES CLOSED R24 PAYDAY	25 R25 PP END																																																																																																																																																																																																																															
26	27 ADJ92 (R23-R26) Emp WTS by 11:59 AM FOAPAL Validation Report Nn/Nt: Derr/Decon/Rxtrct Run Intl Phptime R25	28 Adj Pulls to SW by 11:30 am Appr WTS By - 5 PM Nn/Nt: Derr/Decon/Rxtrct	29 ADJ93 (R15-R26) Nn/Nt: Derr/Decon/Rxtrct Nt: HR/Rs/Dov/Prf/Lv/Calc/MTF	30 Adj Pulls to SW by 11:30 am Month End Processing - NOV Nn/Nt: Derr/Decon/Rxtrct No R25 Adjustment or LR Entry Nt: HR/Rs/Dov/Prf/Lv/Calc	Notes:																																																																																																																																																																																																																																

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December 2017 HR Processing Calendar

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