

◀ August		September 2024					October ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
1	2 Pay Day – MF/BF & M083124 HOLIDAY Absences are finalized @ 12:00 for B083124 week 1 – <i>All high exceptions must be cleared & absences approved before 10 am</i> + Time Admin is run at noon.	3 <u>B083124 – FINAL – NO TRIALS</u> Confirm, Distribute & Encumb run. Create ck/adv files	4 Absences are finalized @ 12:00 for B091024 week 1 – <i>All high exceptions must be cleared & absences approved before 10 am</i> + Time Admin is run at noon.	5 Leave Accrual Process	6 Pay Day – B082724 Reallocation Process. ePAR cutoff for B091024	7	
8	9	10 B091024 – Period ends & paylines are created Off-cycle for MF/BF091024	11 Absences are finalized @ 12:00 for B091024 week 2 – <i>All high exceptions must be cleared & absences approved before 10 am</i> + Time Admin is run at noon.	12 <u>B091024 – Initial Trial</u> + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00	13 Run Reallocation Process. <u>B091024 - 2nd Trial</u> Last corrections by 2:00 TL Last Load @ 5:00. + Time Admin runs at 12:00 & 3:00 ePAR cutoff for M093024	14	
15	16 Pay Day – MF/BF091024 <u>B091024 - FINAL</u> Confirm, Distribute & Encumb run. Create ck/adv files	17 Run your final reports for B091024 M093024 Paylines are created. Monthly absences for M093024 approve before 10 am	18 Absences are finalized @ 12:00 for B092424 week 1 – <i>All high exceptions must be cleared & absences approved before 10 am</i> + Time Admin is run at noon.	19 <u>M093024 – Trial</u> + Run & review trial + Process corrections	20 Pay Day – B083124 & B091024 Run Reallocation Process. <u>M093024 - FINAL</u> Confirm, Distribute & Encumb run. Create ck/adv files ePAR cutoff for B092424	21	
22	23 Run your final reports for M093024 Off-cycle for MF/BF092324	24 B092424 – Period ends & paylines are created	25 Absences are finalized @ 12:00 for B092424 week 2 – <i>All high exceptions must be cleared & absences approved before 10 am</i> + Time Admin is run at noon.	26 <u>B092424 – Initial Trial</u> + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00	27 Run Reallocation Process. <u>B092424 - 2nd Trial</u> Last corrections by 2:00 TL Last Load @ 5:00. + Time Admin runs at 12:00 & 3:00	28	
29	30 <u>B092424 - FINAL</u> Confirm, Distribute & Encumb run. Create ck/adv files	Time Admin. Runs : Biweekly Timesheets: Monday-Friday 5 am, 8 am, 3 pm, 10 pm** 12 pm on Payroll Wednesdays Monthly Timesheets: Monday-Friday 10 am					

◀ September		October 2024					November ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
		1 Pay Day – MF/BF092324 & M093024 Run your final reports for B092424	2 Absences are finalized @ 12:00 for B100824 week 1 – <i>All high exceptions must be cleared & absences approved before 10 am</i> + Time Admin is run at noon.	3	4 Pay Day – B092424 ePAR cutoff for B100824 Leave Accruals	5	
6	7	8 B100824 – Period ends & paylines are created Off-cycle for MF/BF100824	9 Absences are finalized @ 12:00 for B100824 week 2 – <i>All high exceptions must be cleared & absences approved before 10 am</i> + Time Admin is run at noon.	10 <u>B100824 – Initial Trial</u> + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00	11 Run Reallocation Process. <u>B100824 - 2nd Trial</u> Last corrections by 2:00 TL Last Load @ 5:00. + Time Admin runs at 12:00 & 3:00	12	
13	14 <u>B100824 - FINAL</u> Confirm, Distribute & Encumb run. Create ck/adv files	15 Pay Day – MF/BF100824 Run your final reports for B100824 ePAR cutoff for M103124	16 Absences are finalized @ 12:00 for B102224 week 1 – <i>All high exceptions must be cleared & absences approved before 10 am</i> + Time Admin is run at noon.	17 M103124 Paylines are created. Monthly absences for M103124 approve before 10 am	18 Pay Day – B100824 Run Reallocation Process. ePAR cutoff for B102224	19	
20	21 <u>M103124 - FINAL</u> Confirm, Distribute & Encumb run. Create ck/adv files	22 B102224 – Period ends & paylines are created Run your final reports for M103124 Off-cycle for MF/BF102224	23 Absences are finalized @ 12:00 for B102224 week 2 – <i>All high exceptions must be cleared & absences approved before 10 am</i> + Time Admin is run at noon.	24 <u>B102224 – Initial Trial</u> + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00	25 Run Reallocation Process. <u>B102224 - 2nd Trial</u> Last corrections by 2:00 TL Last Load @ 5:00. + Time Admin runs at 12:00 & 3:00	26	
27	28 <u>B102224 - FINAL</u> Confirm, Distribute & Encumb run. Create ck/adv files	29 Run your final reports for B102224	30 Absences are finalized @ 12:00 for B110524 week 1 – <i>All high exceptions must be cleared & absences approved before 10 am</i> + Time Admin is run at noon.	31	Time Admin. Runs : Biweekly Timesheets: Monday-Friday 5 am, 8 am, 3 pm, 10 pm** 12 pm on Payroll Wednesdays Monthly Timesheets: Monday-Friday 10 am		

◀ October		November 2024					December ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
Time Admin. Runs : Biweekly Timesheets: Monday-Friday 5 am, 8 am, 3 pm, 10 pm** 12 pm on Payroll Wednesdays Monthly Timesheets: Monday-Friday 10 am					1 Pay Day – B102224 & M103124 & MF/BF102224 Run Reallocation Process. Run Leave Accruals ePAR cutoff for B110524	2	
3	4	5 B110524 – Period ends & paylines are created	6 Absences are finalized @ 12:00 for B110524 week 2 – <i>All high exceptions must be cleared & absences approved before 10 am</i> + Time Admin is run at noon.	7 <u>B110524 – Initial Trial</u> + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00	8 Run Reallocation Process. <u>B110524 - 2nd Trial</u> Last corrections by 2:00 TL Last Load @ 5:00. + Time Admin runs at 12:00 & 3:00	9	
10	11 <u>B110524 - FINAL</u> Confirm, Distribute & Encumb run. Create ck/adv files	12 Run your final reports for B110524 Off-cycle for MF/BF11224 ePAR cutoff for M113024	13 Absences are finalized @ 12:00 for B111924 week 1 – <i>All high exceptions must be cleared & absences approved before 10 am</i> + Time Admin is run at noon.	14 M113024 Paylines are created. Monthly absences for M113024 approve before 10 am	15 Pay Day – B110524 & MF/BF11224 Run Reallocation Process. ePAR cutoff for B111924	16	
17	18 <u>M113024 - FINAL</u> Confirm, Distribute & Encumb run. Create ck/adv files	19 B111924 – Period ends & paylines are created Run your final reports for M113024	20 Absences are finalized @ 12:00 for B111924 week 2 – <i>All high exceptions must be cleared & absences approved before 10 am</i> + Time Admin is run at noon.	21 <u>B111924 – Initial Trial</u> + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00	22 Run Reallocation Process. <u>B111924 - 2nd Trial</u> Last corrections by 2:00 TL Last Load @ 5:00. + Time Admin runs at 12:00 & 3:00	23	
24	25 <u>B111924 - FINAL</u> Confirm, Distribute & Encumb run. Create ck/adv files	26 Run your final reports for B111924 Off-cycle for MF/BF112624	27 Absences are finalized @ 12:00 for B120324 week 1 <i>All high exceptions must be cleared & absences approved before 10 am</i> + Time Admin is run at noon. Run Reallocation Process. ePAR cutoff for B120324	28 HOLIDAY	29 Pay Day – B111924 HOLIDAY	30	

◀ November		December 2024					▶ January
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
1	2 Pay Day – MF/BF112624 & M113024 Run Leave Accruals	3 B120324 – Period ends & paylines are created	4 Absences are finalized @ 12:00 for B120324 week 2 – <i>All high exceptions must be cleared & absences approved before 10 am</i> + Time Admin is run at noon.	5 <u>B120324 – Initial Trial</u> + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00	6 Run Reallocation Process. <u>B120324 - 2nd Trial</u> Last corrections by 2:00 TL Last Load @ 5:00. + Time Admin runs at 12:00 & 3:00	7	
8	9 <u>B120324 - FINAL</u> Confirm, Distribute & Encumb run. Create ck/adv files	10 Run your final reports for B120324 Off-cycle for MF/BF121024	11 Absences are finalized @ 12:00 for B121724 week 1 <i>All high exceptions must be cleared & absences approved before 10 am</i> + Time Admin is run at noon.	12 ePAR cutoff for M123124	13 Pay Day – B120324 Run Reallocation Process. ePAR cutoff for B121724	14	
15	16 Pay Day – MF/BF121024 M123124 Paylines are created. Monthly absences for M123124 approve before 10 am	17 B121724 – Period ends & paylines are created <u>M123124 – Trial</u> + Run & review trial + Process corrections	18 Absences are finalized @ 12:00 for B121724 week 2 <i>All high exceptions must be cleared & absences approved before 10 am</i> + Time Admin is run at noon.	19 <u>B121724 – Initial Trial – NO 2nd Trial!</u> + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00 <u>M123124 - FINAL</u> Confirm, Distribute & Encumb run. Create ck/adv files ePAR cutoff for B122324	20 Run Reallocation Process. <u>B121724 - FINAL</u> Confirm, Distribute & Encumb run. Create ck/adv files Run your final reports for M123124	21	
22	23 Run your final reports for B121724 HOLIDAY	24 HOLIDAY	25 Absences are finalized @ 12:00 for B123124 week 1 <i>All high exceptions must be cleared & absences approved before 10 am</i> + Time Admin is run at noon. HOLIDAY	26 HOLIDAY	27 Pay Day – B121724 HOLIDAY	28	
29	30 HOLIDAY	31 B123124 – Period ends & paylines are created HOLIDAY	Time Admin. Runs : Biweekly Timesheets: Monday-Friday 5 am, 8 am, 3 pm, 10 pm** 12 pm on Payroll Wednesdays Monthly Timesheets: Monday-Friday 10 am				

◀ December		January 2025					February ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
Time Admin. Runs : Biweekly Timesheets: Monday-Friday 5 am, 8 am, 3 pm, 10 pm** 12 pm on Payroll Wednesdays Monthly Timesheets: Monday-Friday 10 am			1 Pay Day – M123124 HOLIDAY Absences are finalized @ 12:00 for B123124 week 2 – <i>All high exceptions must be cleared & absences approved before 10 am</i> + Time Admin is run at noon.	2 B123124 – Initial Trial + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00	3 Run Reallocation Process. B123124 - 2nd Trial Last corrections by 2:00 TL Last Load @ 5:00. + Time Admin runs at 12:00 & 3:00	4	
5	6 B123124 - FINAL Confirm, Distribute & Encumb run. Create ck/adv files	7 Run your final reports for B123124 Run Leave Accruals Off-cycle for MF/BF010725	8 Absences are finalized @ 12:00 for B011425 week 1 – <i>All high exceptions must be cleared & absences approved before 10 am</i> + Time Admin is run at noon.	9 ePAR cutoff for B011425	10 Pay Day – B123124 Run Reallocation Process. ePAR cutoff for M013125	11	
12	13	14 B011425 – Period ends & paylines are created M013125 Paylines are created. <i>Monthly absences for M013125 approve before 10 am</i>	15 Pay Day – MF/BF010725 Absences are finalized @ 12:00 for B011425 week 2 – <i>All high exceptions must be cleared & absences approved before 10 am</i> + Time Admin is run at noon.	16 B011425 – Initial Trial – NO 2nd Trial + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00 M013125 – Trial + Run & review trial + Process corrections	17 Run Reallocation Process. B011425 - FINAL Confirm, Distribute & Encumb run. Create ck/adv files	18	
19	20 HOLIDAY	21 Run your final reports for B011425 M013125 - FINAL Confirm, Distribute & Encumb run. Create ck/adv files	22 Absences are finalized @ 12:00 for B012825 week 1 – <i>All high exceptions must be cleared & absences approved before 10 am</i> + Time Admin is run at noon. Run your final reports for B013125	23	24 Pay Day – B011425 Run Reallocation Process. ePAR cutoff for B012825	25	
26	27 Off-cycle for MF/BF012725	28 B012825 – Period ends & paylines are created	29 Absences are finalized @ 12:00 for B012825 week 2 – <i>All high exceptions must be cleared & absences approved before 10 am</i> + Time Admin is run at noon.	30 B012825 – Initial Trial + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00	31 Run Reallocation Process. B012825 - 2nd Trial Last corrections by 2:00 TL Last Load @ 5:00. + Time Admin runs at 12:00 & 3:00		

February 2025						
◀ January						March ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
Time Admin. Runs : Biweekly Timesheets: Monday-Friday 5 am, 8 am, 3 pm, 10 pm** 12 pm on Payroll Wednesdays Monthly Timesheets: Monday-Friday 10 am						1
2	3 Pay Day – MF/BF012725 & M013125 <u>B012825 - FINAL</u> Confirm, Distribute & Encumb run. Create ck/adv files	4 Run your final reports for B012825 Run Leave Accruals	5 Absences are finalized @ 12:00 for B021125 week 1 – <i>All high exceptions must be cleared & absences approved before 10 am</i> + Time Admin is run at noon.	6 Off-cycle for MF/BF020625	7 Pay Day – B012825 Run Reallocation Process. ePAR cutoff for B021125	8
9	10	11 B021125 – Period ends & paylines are created	12 Absences are finalized @ 12:00 for B021125 week 2 – <i>All high exceptions must be cleared & absences approved before 10 am</i> + Time Admin is run at noon.	13 <u>B021125 – Initial Trial</u> + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00	14 Run Reallocation Process. <u>B021125 - 2nd Trial</u> Last corrections by 2:00 TL Last Load @ 5:00. + Time Admin runs at 12:00 & 3:00 ePAR cutoff for M022825	15
16	17 Pay Day – MF/BF020625 <u>B021125 - FINAL</u> Confirm, Distribute & Encumb run. Create ck/adv files	18 Run your final reports for B021125 M022825 Paylines are created. Monthly absences for M022825 approve before 10 am	19 Absences are finalized @ 12:00 for B022525 week 1 – <i>All high exceptions must be cleared & absences approved before 10 am</i> + Time Admin is run at noon. <u>M022825 – Trial</u> + Run & review trial + Process corrections	20 <u>M022825 - FINAL</u> Confirm, Distribute & Encumb run. Create ck/adv files	21 Pay Day – B021125 Run Reallocation Process. Run your final reports for M022825 ePAR cutoff for B022525	22
23	24 Off-cycle for MF/BF022425	25 B022525 – Period ends & paylines are created	26 Absences are finalized @ 12:00 for B022525 week 2 – <i>All high exceptions must be cleared & absences approved before 10 am</i> + Time Admin is run at noon.	27 <u>B022525 – Initial Trial</u> + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00	28 Run Reallocation Process. <u>B022525 -- 2nd Trial</u> Last corrections by 2:00 TL Last Load @ 5:00. + Time Admin runs at 12:00 & 3:00	

March 2025						
◀ February						April ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3 Pay Day – MF/BF022425 & M022825 <u>B022525 - FINAL</u> Confirm, Distribute & Encumb run. Create ck/adv files	4 Run your final reports for B022525 Run Leave Accruals	5 Absences are finalized @ 12:00 for B031125 week 1 – <i>All high exceptions must be cleared & absences approved before 10 am</i> + Time Admin is run at noon.	6 Off-cycle for MF/BF030625	7 Pay Day – B022525 Run Reallocation Process. ePAR cutoff for B031125	8
9	10	11 B031125 – Period ends & paylines are created	12 Absences are finalized @ 12:00 for B031125 week 2 – <i>All high exceptions must be cleared & absences approved before 10 am</i> + Time Admin is run at noon.	13 <u>B031125 – Initial Trial</u> + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00	14 Run Reallocation Process. <u>B031125 - 2nd Trial</u> Last corrections by 2:00 TL Last Load @ 5:00. + Time Admin runs at 12:00 & 3:00 ePAR cutoff for M033125	15
16	17 Pay Day – MF/BF030625 <u>B031125 - FINAL</u> Confirm, Distribute & Encumb run. Create ck/adv files	18 Run your final reports for B031125 M033125 Paylines are created. Monthly absences for M0331125 approve before 10 am	19 Absences are finalized @ 12:00 for B032525 week 1 <i>All high exceptions must be cleared & absences approved before 10 am</i> + Time Admin is run at noon. <u>M033125 – Trial</u> + Run & review trial + Process corrections	20 <u>M033125 - FINAL</u> Confirm, Distribute & Encumb run. Create ck/adv files	21 Pay Day – B031125 Run Reallocation Process. Run your final reports for M033125 ePAR cutoff for B032525	22
23	24 Off-cycle for MF/BF032425	25 B032525 – Period ends & paylines are created	26 Absences are finalized @ 12:00 for B032525 week 2 – <i>All high exceptions must be cleared & absences approved before 10 am</i> + Time Admin is run at noon.	27 <u>B032525 – Initial Trial</u> + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00	28 Run Reallocation Process. <u>B032525 - 2nd Trial</u> Last corrections by 2:00 TL Last Load @ 5:00. + Time Admin runs at 12:00 & 3:00	29
30	31 <u>B032525 - FINAL</u> Confirm, Distribute & Encumb run. Create ck/adv files	Time Admin. Runs : Biweekly Timesheets: Monday-Friday 5 am, 8 am, 3 pm, 10 pm** 12 pm on Payroll Wednesdays Monthly Timesheets: Monday-Friday 10 am				

April 2025						
◀ March						May ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 Pay Day – MF/BF032425 & M043025 Run your final reports for B032525 Run Leave Accruals	2 Absences are finalized @ 12:00 for B040825 week 1 – <i>All high exceptions must be cleared & absences approved before 10 am</i> + Time Admin is run at noon.	3 Off-cycle for MF/BF040325	4 Pay Day – B032525 Run Reallocation Process. ePAR cutoff for B040825	
6	7	8 B040825 – Period ends & paylines are created	9 Absences are finalized @ 12:00 for B040825 week 2 – <i>All high exceptions must be cleared & absences approved before 10 am</i> + Time Admin is run at noon.	10 <u>B040825 – Initial Trial</u> + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00	11 Run Reallocation Process. <u>B040825 - 2nd Trial</u> Last corrections by 2:00 TL Last Load @ 5:00. + Time Admin runs at 12:00 & 3:00	12
13	14 <u>B040825 - FINAL</u> Confirm, Distribute & Encumb run. Create ck/adv files	15 Pay Day – MF/BF040325 Run your final reports for B040825 ePAR cutoff for M043025	16 Absences are finalized @ 12:00 for B042225 week 1 – <i>All high exceptions must be cleared & absences approved before 10 am</i> + Time Admin is run at noon.	17 M043025 Paylines are created. Monthly absences for M043025 approve before 10 am	18 Pay Day – B040825 Run Reallocation Process. <u>M043025 – Trial</u> + Run & review trial + Process corrections ePAR cutoff for B042225	19
20	21 <u>M043025 - FINAL</u> Confirm, Distribute & Encumb run. Create ck/adv files	22 B042225 – Period ends & paylines are created Run your final reports for M043025 Off-cycle for MF/BF042225	23 Absences are finalized @ 12:00 for B042225 week 2 <i>All high exceptions must be cleared & absences approved before 10 am</i> + Time Admin is run at noon.	24 <u>B042225 – Initial Trial</u> + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00	25 Run Reallocation Process. <u>B042225 - 2nd Trial</u> Last corrections by 2:00 TL Last Load @ 5:00. + Time Admin runs at 12:00 & 3:00	26
27	28 <u>B042225 - FINAL</u> Confirm, Distribute & Encumb run. Create ck/adv files	29 Run your final reports for B042225	30 Absences are finalized @ 12:00 for B050625 week 1 <i>All high exceptions must be cleared & absences approved before 10 am</i> + Time Admin is run at noon.	Time Admin. Runs : Biweekly Timesheets: Monday-Friday 5 am, 8 am, 3 pm, 10 pm** 12 pm on Payroll Wednesdays Monthly Timesheets: Monday-Friday 10 am		

May 2025						
◀ April						June ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
Time Admin. Runs : Biweekly Timesheets: Monday-Friday 5 am, 8 am, 3 pm, 10 pm** 12 pm on Payroll Wednesdays Monthly Timesheets: Monday-Friday 10 am				1 Pay Day – MF/BF042225 & M043025 Run Leave Accruals	2 Pay Day – B042225 Run Reallocation Process. ePAR cutoff for B050625	3
4	5 Off-cycle for MF/BF050525	6 B050625 – Period ends & paylines are created	7 Absences are finalized @ 12:00 for B050625 week 2 – <i>All high exceptions must be cleared & absences approved before 10 am</i> + Time Admin is run at noon.	8 <u>B050625 – Initial Trial</u> + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00	9 Run Reallocation Process. <u>B050625 - 2nd Trial</u> Last corrections by 2:00 TL Last Load @ 5:00. + Time Admin runs at 12:00 & 3:00	10
11	12 <u>B050625 - FINAL</u> Confirm, Distribute & Encumb run. Create ck/adv files	13 Run your final reports for B050625	14 Absences are finalized @ 12:00 for B052025 week 1 <i>All high exceptions must be cleared & absences approved before 10 am</i> + Time Admin is run at noon.	15 Pay Day – MF/BF050625	16 Pay Day – B050625 Run Reallocation Process. M053125 Paylines are created. <i>Monthly absences for M053025 approve before 10 am</i> ePAR cutoff for B052025	17
18	19 <u>M053125 – Trial</u> + Run & review trial + Process corrections	20 B052025 – Period ends & paylines are created <u>M053125 - FINAL</u> Confirm, Distribute & Encumb run. Create ck/adv files	21 Absences are finalized @ 12:00 for B052025 week 2 – <i>All high exceptions must be cleared & absences approved before 10 am</i> + Time Admin is run at noon. Run your final reports for M053125	22 <u>B052025 – Initial Trial – NO 2nd Trial</u> + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00	23 Run Reallocation Process. <u>B052025 - FINAL</u> Confirm, Distribute & Encumb run. Create ck/adv files	24
	26 HOLIDAY	27 Run your final reports for B052025 Off-cycle for MF/BF052725	28 Absences are finalized @ 12:00 for B060325 week 1 – <i>All high exceptions must be cleared & absences approved before 10 am</i> + Time Admin is run at noon.	29	30 Pay Day – B052025 Run Reallocation Process. ePAR cutoff for B060325	31

June 2025						
◀ May						July ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 Pay Day – MF/BF052725 & M053122 Run Leave Accruals	3 B060325 – Period ends & paylines are created	4 Absences are finalized @ 12:00 for B060325 week 2 – <i>All high exceptions must be cleared & absences approved before 10 am</i> + Time Admin is run at noon.	5 <u>B060325 – Initial Trial</u> + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00	6 Run Reallocation Process. <u>B060325 – 2nd Trial</u> Last corrections by 2:00 TL Last Load @ 5:00. + Time Admin runs at 12:00 & 3:00	7
8	9 <u>B060325 - FINAL</u> Confirm, Distribute & Encumb run. Create ck/adv files	10 Run your final reports for B060325 Off-cycle for MF/BF061025	11 Absences are finalized @ 12:00 for B061725 week 1 – <i>All high exceptions must be cleared & absences approved before 10 am</i> + Time Admin is run at noon.	12 ePAR cutoff for M063025	13 Pay Day – B060325 Run Reallocation Process. ePAR cutoff for B061725	14
15	16 Pay Day – MF/BF060325 M063025 Paylines are created. Monthly absences for M063025 approve before 10 am	17 B061725 – Period ends & paylines are created <u>M063025 – Trial</u> + Run & review trial + Process corrections	18 Absences are finalized @ 12:00 for B061725 week 2 – <i>All high exceptions must be cleared & absences approved before 10 am</i> + Time Admin is run at noon. <u>M063025 - FINAL</u> Confirm, Distribute & Encumb run. Create ck/adv files	19 HOLIDAY	20 Run Reallocation Process. <u>B061725 – Initial Trial – NO 2nd Trial</u> + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00 Run your final reports for M063025	21
22	23 <u>B061725 - FINAL</u> Confirm, Distribute & Encumb run. Create ck/adv files	24 Run your final reports for B061725 Off-cycle for MF/BF062425	25 Absences are finalized @ 12:00 for B070125 week 1 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards.	26	27 Pay Day – B061725 Run Reallocation Process. ePAR cutoff for B070125	28
29	30	Time Admin. Runs : Biweekly Timesheets: Monday-Friday 5 am, 8 am, 3 pm, 10 pm** 12 pm on Payroll Wednesdays Monthly Timesheets: Monday-Friday 10 am				

July 2025						
◀ June						August ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 Pay Day – MF/BF062425 & M063025 B070125 – Period ends & paylines are created Run Leave Accruals	2 Absences are finalized @ 12:00 for B070125 week 2 – <i>All high exceptions must be cleared & absences approved before 10 am</i> + Time Admin is run at noon.	3 <u>B070125 – Initial Trial</u> – NO 2nd Trial + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00 Run Reallocation Process.	4 HOLIDAY	5
6	7 <u>B070125 - FINAL</u> Confirm, Distribute & Encumb run. Create ck/adv files	8 Run your final reports for B070125 Off-cycle for MF/BF070825	9 Absences are finalized @ 12:00 for B071525 week 1 – <i>All high exceptions must be cleared & absences approved before 10 am</i> + Time Admin is run at noon.	10	11 Pay Day – B070125 Run Reallocation Process. ePAR cutoff for B071525	12
13	14	15 Pay Day – MF/BF070825 B071525 – Period ends & paylines are created ePAR cutoff for M073125	16 Absences are finalized @ 12:00 for B071525 week 2 – <i>All high exceptions must be cleared & absences approved before 10 am</i> + Time Admin is run at noon.	17 <u>B071525 – Initial Trial</u> + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00 M073125 Paylines are created Monthly absences for M073125 approve before 10 am	18 Run Reallocation Process. <u>B071525 - 2nd Trial</u> Last corrections by 2:00 TL Last Load @ 5:00. + Time Admin runs at 12:00 & 3:00 <u>M073125 – Trial</u> + Run & review trial + Process corrections	19
20	21 <u>B071525 - FINAL</u> Confirm, Distribute & Encumb run. Create ck/adv files	22 Run your final reports for B071525 <u>M073125 - FINAL</u> Confirm, Distribute & Encumb run. Create ck/adv files	23 Absences are finalized @ 12:00 for B072925 week 1 – <i>All high exceptions must be cleared & absences approved before 10 am</i> + Time Admin is run at noon. Run your final reports for M073125	24 Off-cycle for MF/BF072425	25 Pay Day – B071525 Run Reallocation Process. ePAR cutoff for B072925	26
27	28	29 B072925 – Period ends & paylines are created	30 Absences are finalized @ 12:00 for B072925 week 1 – <i>All high exceptions must be cleared & absences approved before 10 am</i> + Time Admin is run at noon.	31 <u>B072925 – Initial Trial</u> + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00	Time Admin. Runs : Biweekly Timesheets: Monday-Friday 5 am, 8 am, 3 pm, 10 pm** 12 pm on Payroll Wednesdays Monthly Timesheets: Monday-Friday 10 am	

August 2025						
◀ July						September ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 Pay Day – MF/BF072525 & M073125 Run Reallocation Process. <u>B072925 - 2nd Trial</u> Last corrections by 2:00 TL Last Load @ 5:00. + Time Admin runs at 12:00 & 3:00	2
3	4 <u>B072925 - FINAL</u> Confirm, Distribute & Encumb run. Create ck/adv files	5 Run your final reports for B072925 Run Leave Accruals	6 Absences are finalized @ 12:00 for B0081225 week 1 – <i>All high exceptions must be cleared & absences approved before 10 am</i> + Time Admin is run at noon.	7 Off-cycle for MF/BF080725	8 Pay Day – B072925 Run Reallocation Process. ePAR cutoff for B081225	9
10	11	12 B081225 – Period ends & paylines are created	13 Absences are finalized @ 12:00 for B081225 week 2 – <i>All high exceptions must be cleared & absences approved before 10 am</i> + Time Admin is run at noon.	14 <u>B081225 – Initial Trial</u> + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00 ePAR cutoff for M083125	15 Pay Day – MF/BF080725 Run Reallocation Process. <u>B081225 - 2nd Trial</u> Last corrections by 2:00 TL Last Load @ 5:00. + Time Admin runs at 12:00 & 3:00	16
17	18 <u>B081225 - FINAL</u> Confirm, Distribute & Encumb run. Create ck/adv files M083125 Paylines are created. Monthly absences for M083125 approve before 10 am	19 Run your final reports for B081225 <u>M083125 – Trial</u> + Run & review trial + Process corrections	20 Absences are finalized @ 12:00 for B082625 week 1 – <i>All high exceptions must be cleared & absences approved before 10 am</i> + Time Admin is run at noon.	21 <u>M083125 - FINAL</u> Confirm, Distribute & Encumb run. Create ck/adv files	22 Pay Day – B081225 Run Reallocation Process. ePAR cutoff for B082625	23
24	25 Off-cycle for MF/BF082525	26 B082625 – Period ends & paylines are created	27 Absences are finalized @ 12:00 for B082625 week 2 – <i>All high exceptions must be cleared & absences approved before 10 am</i> + Time Admin is run at noon.	28 <u>B082625 – Initial Trial</u> + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00	29 Run Reallocation Process. <u>B082625 - 2nd Trial</u> Last corrections by 2:00 TL Last Load @ 5:00. + Time Admin runs at 12:00 & 3:00	30
31	Time Admin. Runs : Biweekly Timesheets: Monday-Friday 5 am, 8 am, 3 pm, 10 pm** 12 pm on Payroll Wednesdays Monthly Timesheets: Monday-Friday 10 am					