

# January 2008

## HR Processing Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday																																																																																																								
		<b>1</b> No Labor Redistribution Entry Until 2007 W-2 Processing Completed NEW YEAR'S HOLIDAY R01 Pulls to SW by 5 pm	<b>2</b>	<b>3</b> ADJ01 (R01-R02)	<b>4</b> Adj Pulls to SW by 11:30 am R01 PAYDAY CY07 W2_1 ADJ Run R01-R26 (NO LR's) Use 12/21/07 history/ posting override date	<b>5</b> R02 PP END Special RPTS Refresh for W-2's																																																																																																								
<b>6</b> Banner Outage for Regula- tory Releases PROD Outage W2_1b Processing Special RPTS Refresh for Upgrade	<b>7</b> Workflow Outage 4.4.1 Upgrade Run Intl Phptime R02 Adj Pulls to SW by 11:30 am Nn/Nt Derr/Dcon/Rextrect ADJ02 (R01-R03) LRGP Outage for Refresh	<b>8</b> Adj Pulls to SW by 11:30 am Nn/Nt Derr/Dcon/Rextrect CY07 W2_207 ADJ Run (2007 R01-R26) (NO LR's) Use 12/21/07 history/posting override date Nt: hr-phr2giv	<b>9</b> Adj Pulls to SW by 11:30 am Nn/Nt Derr/Dcon/Rextrect 2 pm MTE (GI) ADJ03 (R01-R03) Nt: Hr/Rs/Dov/Prf/Lv/Clc Nt: hr-phr2giv	<b>10</b> Fin Aid Feed - No R26, R01 Adj Entry until 10 am Adj Pulls to SW by 11:30 am Nn/Nt Derr/Dcon/Rextrect Nt: Hr/Rs/Dov/Prf/Lv/Clc Nt: hr-phr2giv No R02 Adjustment or LR Entry	<b>11</b> Noon Derr/Dcon/Rextrect	<b>12</b> RUN R02 & REPORTS																																																																																																								
<b>13</b>	<b>14</b> Run Personnel Error Rpts Run CY07 Quarter End Reports (Tentative)	<b>15</b> R02 Pulls to SW by 11:30 am ADJ04 (R01-R03) Nt: hr-step-job-exists	<b>16</b> Adj Pulls to SW by 11:30 am	<b>17</b> ADJ05 (R01-R03)	<b>18</b> Run Intl Phptime R03 Adj Pulls to SW by 11:30 am Nn/Nt Derr/Dcon/Rextrect R02 PAYDAY 2007 W-2 Processing (Tentative)	<b>19</b> R03 PP END Step Increase Process Nn/Nt Derr/Dcon/Rextrect																																																																																																								
<b>20</b>	<b>21</b> MARTIN LUTHER KING, JR DAY IN CELEBRA- TION OF ALASKA CIVIL RIGHTS HOLIDAY	<b>22</b> Nn/Nt Derr/Dcon/Rextrect Nt: hr-phr2giv	<b>23</b> Nn/Nt Derr/Dcon/Rextrect 2 pm MTE (GI) ADJ06 (R01-R04) Nt: Hour/Reas/DedOv/ Prof/Leav/Calc processes Nt: hr-phr2giv	<b>24</b> Adj Pulls to SW by 11:30 am Nn/Nt Derr/Dcon/Rextrect Nt: Hour/Reas/DedOv/ Prof/Leav/Calc processes Nt: hr-phr2giv No R03 Adjustment or LR Entry	<b>25</b> Noon Derr/Dcon/Rextrect	<b>26</b> RUN R03 & REPORTS																																																																																																								
<b>27</b>	<b>28</b>	<b>29</b> R03 Pulls to SW by Noon ADJ08 (R01-R04)	<b>30</b> Adj Pulls to SW by 11:30 am 2007 W-2s Mailed	<b>31</b> ADJ09 (R01-R04) W-2's Due to Be Mailed	<table border="1" style="font-size: small; margin-bottom: 5px;"> <tr><th colspan="7">December 07</th></tr> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td>31</td><td></td><td></td><td></td><td></td><td></td></tr> </table> <table border="1" style="font-size: small;"> <tr><th colspan="7">February 08</th></tr> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1 2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td></td></tr> </table>	December 07							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						February 08							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	
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## HR Processing Calendar

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<b>3</b>	<b>4</b> Run Intl Phptime R04 Nn/Nt Derr/Dcon/Rextrct <b>ADJ10 (R02-R05)</b>	<b>5</b> Adj Pulls to SW by 11:30 am Nn/Nt Derr/Dcon/Rextrct Nt: hr-phr2giv	<b>6</b> Nn/Nt Derr/Dcon/Rextrct 2 pm MTE (GI) <b>ADJ11 (R01-R05)</b> Nt: Hour/Reas/DedOv/ Prof/Leav/Calc processes Nt: hr-phr2giv	<b>7</b> Adj Pulls to SW by 11:30 am Nn/Nt Derr/Dcon/Rextrct Nt: Hour/Reas/DedOv/ Prof/Leav/Calc processes Nt: hr-phr2giv <div style="border: 1px solid black; padding: 2px; text-align: center; margin-top: 5px;">No R04 Adjustment or LR Entry</div>	<b>8</b> Noon Derr/Dcon/Rextrct	<b>9</b> RUN R04 & REPORTS <b>Annual Leave Roll</b>																																																																																																									
<b>10</b>	<b>11</b> Run Personnel Error Rpts	<b>12</b> R04 Pulls to SW by Noon <b>ADJ12 (R02-R05)</b> Nt: hr-step-job-exists	<b>13</b> Adj Pulls to SW by 11:30 am	<b>14</b> <b>ADJ13 (CY07 LRs R15-R26 &amp; CY08 R02-R05)</b> <div style="border: 1px solid black; padding: 2px; text-align: center; margin-top: 5px;">No R15-R26 Adjs</div>	<b>15</b> Adj Pulls to SW by 11:30 am R04 PAYDAY	<b>16</b> R05 PP END Step Increase Process																																																																																																									
<b>17</b>	<b>18</b> Run Intl Phptime R05 Nn/Nt Derr/Dcon/Rextrct <b>ADJ14 (R03-R06)</b>	<b>19</b> Adj Pulls to SW by 11:30 am Nn/Nt Derr/Dcon/Rextrct Nt: hr-phr2giv	<b>20</b> Nn/Nt Derr/Dcon/Rextrct 2 pm MTE (GI) <b>ADJ15 (R01-R06)</b> Nt: Hour/Reas/DedOv/ Prof/Leav/Calc processes Nt: hr-phr2giv	<b>21</b> Adj Pulls to SW by 11:30 am Nn/Nt Derr/Dcon/Rextrct Nt: Hour/Reas/DedOv/ Prof/Leav/Calc processes Nt: hr-phr2giv <div style="border: 1px solid black; padding: 2px; text-align: center; margin-top: 5px;">No R05 Adjustment or LR Entry</div>	<b>22</b> Noon Derr/Dcon/Rextrct	<b>23</b> RUN R05 & REPORTS																																																																																																									
<b>24</b>	<b>25</b>	<b>26</b> R05 Pulls to SW by Noon <b>ADJ16 (R03-R06)</b>	<b>27</b> Adj Pulls to SW by 11:30 am <b>Regional CY2004 W-2c</b> <b>Info to SW</b>	<b>28</b> <b>ADJ17 (R03-R06)</b>	<b>29</b> Adj Pulls to SW by 11:30 am R05 PAYDAY Run Month End Reports Workflow Termination Roll-out Completed																																																																																																										

# March 2008

## HR Processing Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
						<b>1</b> R06 PP END	
<b>2</b>	<b>3</b> Run Intl Phptime R06 Nn/Nt Derr/Dcon/Rextrct <b>ADJ18 (R04-R07)</b>	<b>4</b> Adj Pulls to SW by 11:30 am Nn/Nt Derr/Dcon/Rextrct Nt: hr-phr2giv	<b>5</b> Nn/Nt Derr/Dcon/Rextrct 2 pm MTE (GI) <b>ADJ19 (R01-R07)</b> Nt: Hour/Reas/DedOv/ Prof/Leav/Calc processes Nt: hr-phr2giv	<b>6</b> Adj Pulls to SW by 11:30 am Nn/Nt Derr/Dcon/Rextrct Nt: Hour/Reas/DedOv/Prof/ Leav/Calc processes Nt: hr-phr2giv <div style="border: 1px solid black; padding: 2px; text-align: center;">No R06 Adjustment Entry</div>	<b>7</b> Noon Derr/Dcon/Rextrct	<b>8</b> RUN R06 & REPORTS	
<b>9</b>	<b>10</b> Run Personnel Error Rpts	<b>11</b> R06 Pulls to SW by Noon <b>ADJ20 (R04-R07)</b> Nt: hr-step-job-exists	<b>12</b> Adj Pulls to SW by 11:30 am <b>ADJ21 (R04-R07)</b>	<b>13</b> Adj Pulls to SW by 11:30 am <b>1042's Due to Be Mailed</b>	<b>14</b> SPRING RECESS HOLIDAY R06 PAYDAY	<b>15</b> R07 PP END Step Increase Process	
<b>16</b>	<b>17</b> Run Intl Phptime R07 Nn/Nt Derr/Dcon/Rextrct <b>ADJ22 (R05-R08)</b>	<b>18</b> Adj Pulls to SW by 11:30 am Nn/Nt Derr/Dcon/Rextrct Nt: hr-phr2giv	<b>19</b> Nn/Nt Derr/Dcon/Rextrct 2 pm MTE (GI) <b>ADJ23 (R01-R08)</b> Nt: Hour/Reas/DedOv/Prof/ Leav/Calc processes Nt: hr-phr2giv	<b>20</b> Adj Pulls to SW by 11:30 am Nn/Nt Derr/Dcon/Rextrct Nt: Hr/Rs/Dov/Prf/Lv/Clc Nt: hr-phr2giv <div style="border: 1px solid black; padding: 2px; text-align: center;">No R07 Adjustment Entry</div>	<b>21</b> Noon Derr/Dcon/Rextrct <b>UAS Spring Recess Holiday</b>	<b>22</b> RUN R07 & REPORTS	
<b>23</b>	<b>24</b>	<b>25</b> R07 Pulls to SW by Noon <b>ADJ24 (R05-R08)</b>	<b>26</b> Adj Pulls to SW by 11:30 am	<b>27</b> <b>ADJ25 (CY07 LR's R15- R26 &amp; CY08 R05-R08)</b> <div style="border: 1px solid black; padding: 2px; text-align: center;">No R15-R26 Adjs</div>	<b>28</b> Adj Pulls to SW by 11:30 am R07 PAYDAY Run Month End Reports <div style="border: 1px solid black; padding: 2px; text-align: center;">6:45 PM Begin Oracle 10G Upgrade Outage</div>	<b>29</b> R08 PP END	
<b>30</b> <div style="border: 1px solid black; padding: 2px;">Oracle 10G Upgrade Outage</div>	<b>31</b> Run Intl Phptime R08 Nn/Nt Derr/Dcon/Rextrct <b>ADJ26 (R06-R09)</b> <div style="border: 1px solid black; padding: 2px;">Add'l Outage Day tentative</div>						

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# April 2008

## HR Processing Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday																																																																																																		
		<b>1</b> Adj Pulls to SW by 11:30 am Nn/Nt Derr/Dcon/Rextrct Nt: hr-phr2giv Run Quarter End Reports  <span style="border: 1px solid black; padding: 2px;">Add'l Outage Day tenta...</span>	<b>2</b> Nn/Nt Derr/Dcon/Rextrct 2 pm MTE (GI) <b>ADJ27 (R01-R09)</b> Nt: Hour/Reas/DedOv/ Prof/Leav/Calc processes Nt: hr-phr2giv  <span style="border: 1px solid black; padding: 2px;">Add'l Outage Day tenta...</span>	<b>3</b> Adj Pulls to SW by 11:30 am Nn/Nt Derr/Dcon/Rextrct Nt: Hour/Reas/DedOv/ Prof/Leav/Calc processes Nt: hr-phr2giv  <span style="border: 1px solid black; padding: 2px;">No R08 Adjustment Entry</span>	<b>4</b> Noon Derr/Dcon/Rextrct	<b>5</b> RUN R08 & REPORTS																																																																																																		
<b>6</b>	<b>7</b> Run Personnel Error Rpts	<b>8</b> R08 Pulls to SW by Noon <b>ADJ28 (R06-R09)</b> Nt: hr-step-job-exists	<b>9</b> Adj Pulls to SW by 11:30 am	<b>10</b> <b>ADJ29 (R06-R09)</b>	<b>11</b> <span style="border: 1px solid black; padding: 2px;"><b>Fin Aid Feed - No R07 Adj/LR Entry until 10 am</b></span> Adj Pulls to SW by 11:30 am R08 PAYDAY	<b>12</b> R09 PP END Step Increase Process																																																																																																		
<b>13</b>	<b>14</b> Run Intl Phptime R09 Nn/Nt Derr/Dcon/Rextrct <b>ADJ30 (R07-R10)</b>	<b>15</b> Adj Pulls to SW by 11:30 am Nn/Nt Derr/Dcon/Rextrct Nt: hr-phr2giv	<b>16</b> <b>Open Enrollment Begins</b> Nn/Nt Derr/Dcon/Rextrct 2 pm MTE (GI) <b>ADJ31 (R01-R10)</b> Nt: Hour/Reas/DedOv/Prof/Leav/Calc processes Nt: hr-phr2giv	<b>17</b> <span style="border: 1px solid black; padding: 2px;"><b>Fin Aid Feed - No R02-R06 Adj/LR Entry until 10 am</b></span> Adj Pulls to SW by 11:30 am Nn/Nt Derr/Dcon/Rextrct Nt: Hour/Reas/DedOv/Prof/ Leav/Calc processes Nt: hr-phr2giv	<b>18</b> Noon Derr/Dcon/Rextrct	<b>19</b> RUN R09 & REPORTS																																																																																																		
<span style="border: 1px solid black; padding: 2px;">SGHE Summit</span>				<span style="border: 1px solid black; padding: 2px;">No R09 Adjustment Entry</span>																																																																																																				
<b>20</b>	<b>21</b>	<b>22</b> R09 Pulls to SW by Noon <b>ADJ32 (R07-R10)</b>	<b>23</b> Adj Pulls to SW by 11:30 am	<b>24</b> <b>ADJ33 (CY07 LRs R15- R26 &amp; CY08 R07-R10)</b>  <span style="border: 1px solid black; padding: 2px;">No R15-R26 Adjs</span>	<b>25</b> Adj Pulls to SW by 11:30 am R09 PAYDAY	<b>26</b> R10 PP END																																																																																																		
<b>27</b>	<b>28</b> Run Intl Phptime R10 Nn/Nt Derr/Dcon/Rextrct <b>ADJ34 (R08-R11)</b> <b>FY09 Salary Schedule Roll</b>	<b>29</b> Adj Pulls to SW by 11:30 am Nn/Nt Derr/Dcon/Rextrct Nt: hr-phr2giv	<b>30</b> Nn/Nt Derr/Dcon/Rextrct 2 pm MTE (GI) <b>ADJ35 (R01-R11)</b> Nt: Hour/Reas/DedOv/ Prof/Leav/Calc processes Nt: hr-phr2giv	<table style="margin: auto; border-collapse: collapse;"> <tr> <td colspan="7" style="text-align: center; border-bottom: 1px solid black;">March</td> <td colspan="7" style="text-align: center; border-bottom: 1px solid black;">May</td> </tr> <tr> <td style="border: 1px solid black;">S</td><td style="border: 1px solid black;">M</td><td style="border: 1px solid black;">T</td><td style="border: 1px solid black;">W</td><td style="border: 1px solid black;">T</td><td style="border: 1px solid black;">F</td><td style="border: 1px solid black;">S</td> <td style="border: 1px solid black;">S</td><td style="border: 1px solid black;">M</td><td style="border: 1px solid black;">T</td><td style="border: 1px solid black;">W</td><td style="border: 1px solid black;">T</td><td style="border: 1px solid black;">F</td><td style="border: 1px solid black;">S</td> </tr> <tr> <td style="border: 1px solid black;">2</td><td style="border: 1px solid black;">3</td><td style="border: 1px solid black;">4</td><td style="border: 1px solid black;">5</td><td style="border: 1px solid black;">6</td><td style="border: 1px solid black;">7</td><td style="border: 1px solid black;">8</td> <td style="border: 1px solid black;">1</td><td style="border: 1px solid black;">2</td><td style="border: 1px solid black;">3</td><td style="border: 1px solid black;">4</td><td style="border: 1px solid black;">5</td><td style="border: 1px solid black;">6</td><td style="border: 1px solid black;">7</td> </tr> <tr> <td style="border: 1px solid black;">9</td><td style="border: 1px solid black;">10</td><td style="border: 1px solid black;">11</td><td style="border: 1px solid black;">12</td><td style="border: 1px solid black;">13</td><td style="border: 1px solid black;">14</td><td style="border: 1px solid black;">15</td> <td style="border: 1px solid black;">8</td><td style="border: 1px solid black;">9</td><td style="border: 1px solid black;">10</td><td style="border: 1px solid black;">11</td><td style="border: 1px solid black;">12</td><td style="border: 1px solid black;">13</td><td style="border: 1px solid black;">14</td> </tr> <tr> <td style="border: 1px solid black;">16</td><td style="border: 1px solid black;">17</td><td style="border: 1px solid black;">18</td><td style="border: 1px solid black;">19</td><td style="border: 1px solid black;">20</td><td style="border: 1px solid black;">21</td><td style="border: 1px solid black;">22</td> <td style="border: 1px solid black;">15</td><td style="border: 1px solid black;">16</td><td style="border: 1px solid black;">17</td><td style="border: 1px solid black;">18</td><td style="border: 1px solid black;">19</td><td style="border: 1px solid black;">20</td><td style="border: 1px solid black;">21</td> </tr> <tr> <td style="border: 1px solid black;">23</td><td style="border: 1px solid black;">24</td><td style="border: 1px solid black;">25</td><td style="border: 1px solid black;">26</td><td style="border: 1px solid black;">27</td><td style="border: 1px solid black;">28</td><td style="border: 1px solid black;">29</td> <td style="border: 1px solid black;">22</td><td style="border: 1px solid black;">23</td><td style="border: 1px solid black;">24</td><td style="border: 1px solid black;">25</td><td style="border: 1px solid black;">26</td><td style="border: 1px solid black;">27</td><td style="border: 1px solid black;">28</td> </tr> <tr> <td style="border: 1px solid black;">30</td><td style="border: 1px solid black;">31</td><td colspan="2"></td><td colspan="2"></td><td></td> <td style="border: 1px solid black;">29</td><td style="border: 1px solid black;">30</td><td style="border: 1px solid black;">31</td><td colspan="2"></td><td colspan="2"></td> </tr> </table>			March							May							S	M	T	W	T	F	S	S	M	T	W	T	F	S	2	3	4	5	6	7	8	1	2	3	4	5	6	7	9	10	11	12	13	14	15	8	9	10	11	12	13	14	16	17	18	19	20	21	22	15	16	17	18	19	20	21	23	24	25	26	27	28	29	22	23	24	25	26	27	28	30	31						29	30	31				
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# May 2008

## HR Processing Calendar

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<b>4</b>	<b>5</b>	<p><b>6</b></p> <p>R10 Pulls to SW by Noon <b>ADJ36 (R08-R11)</b></p>	<p><b>7</b></p> <p>Adj Pulls to SW by 11:30 am</p>	<p><b>8</b></p> <p><b>ADJ37 (R08-R11)</b></p>	<p><b>9</b></p> <p>Adj Pulls to SW by 11:30 am R10 PAYDAY</p>	<p><b>10</b></p> <p>R11 PP END</p>																																																																																																				
<b>11</b>	<p><b>12</b></p> <p>Run Intl Phptime R11 Nn/Nt Derr/Dcon/Rextrect <b>ADJ38 (R09-R12)</b></p>	<p><b>13</b></p> <p>Adj Pulls to SW by 11:30 am Nn/Nt Derr/Dcon/Rextrect Nt: hr-phr2giv</p>	<p><b>14</b></p> <p>Nn/Nt Derr/Dcon/Rextrect 2 pm MTE (GI) <b>ADJ39 (R01-R12)</b> Nt: Hour/Reas/DedOv/ Prof/Leav/Calc Nt: hr-phr2giv</p>	<p><b>15</b></p> <p>Adj Pulls to SW by 11:30 am Nn/Nt Derr/Dcon/Rextrect <b>FY09 Job Roll Reports</b> Nt: Hour/Reas/DedOv/Prof/Leav/Calc processes Nt: hr-phr2giv</p> <div style="border: 1px solid black; padding: 2px; text-align: center;">No R11 Adjustment Entry</div>	<p><b>16</b></p> <p><b>Open Enrollment Ends</b> Noon Derr/Dcon/Rextrect</p>	<p><b>17</b></p> <p>RUN R11 &amp; REPORTS</p>																																																																																																				
<b>18</b>	<p><b>19</b></p> <p>Run Personnel Error Rpts</p>	<p><b>20</b></p> <p>R11 Pulls to SW by Noon <b>ADJ40 (R09-R12)</b> Nt: hr-step-job-exists</p>	<p><b>21</b></p> <p>Adj Pulls to SW by 11:30 am</p>	<p><b>22</b></p> <p><b>ADJ41 (CY07 LRs R15-R26 &amp; CY08 R09-R12)</b></p> <div style="border: 1px solid black; padding: 2px; text-align: center;">No R15-R26 Adjs</div>	<p><b>23</b></p> <p><b>Run Intl Phptime R12</b> Adj Pulls to SW by 11:30 am Nn/Nt Derr/Dcon/Rextrect R11 PAYDAY</p>	<p><b>24</b></p> <p>R12 PP END Step Increase Process Nn/Nt Derr/Dcon/Rextrect</p>																																																																																																				
<b>25</b>	<p><b>26</b></p> <div style="border: 1px solid black; padding: 2px; text-align: center;">MEMORIAL DAY HOLIDAY</div>	<p><b>27</b></p> <p>Nn/Nt Derr/Dcon/Rextrect Nt: hr-phr2giv</p>	<p><b>28</b></p> <p>Nn/Nt Derr/Dcon/Rextrect 2 pm MTE (GI) <b>ADJ42 (R01-R13)</b> Nt: Hour/Reas/DedOv/ Prof/Leav/Calc processes Nt: hr-phr2giv</p>	<p><b>29</b></p> <p>Adj Pulls to SW by 11:30 am <b>Fin Aid Feed - No R08-R11</b> <b>Adj/LR Entry until 10 am</b> Nn/Nt Derr/Dcon/Rextrect Nt: Hr/Rs/Dov/Prf/Lv/Clc/2giv <b>Regional CY2005-2007 W-2c</b> <b>Info to SW</b></p> <div style="border: 1px solid black; padding: 2px; text-align: center;">No R12 Adj Entry</div>	<p><b>30</b></p> <p><b>Open Enrollment Entry</b> <b>Deadline</b> Noon Derr/Dcon/Rextrect</p>	<p><b>31</b></p> <p>RUN R12 &amp; REPORTS</p>																																																																																																				

# June 2008

## HR Processing Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday																																																																																																																																																																														
<b>1</b> PROD Outage for General 7.5 & HR 7.2.4 & 7.2.6 Banner Upgrade	<b>2</b> Run Month End Reports  <div style="border: 1px solid black; padding: 2px; text-align: center;">LRGP Outage for Refresh</div>	<b>3</b> R12 Pulls to SW by Noon <b>ADJ43 (R10-R13)</b>	<b>4</b> Adj Pulls to SW by 11:30 am	<b>5</b> <b>ADJ44 (R10-R13)</b>	<b>6</b> Adj Pulls to SW by 11:30 am R12 PAYDAY	<b>7</b> R13 PP END																																																																																																																																																																														
<b>8</b>	<b>9</b> Run Intl Phptime R13 Nn/Nt Derr/Dcon/Rextrct <b>ADJ45 (R11-R14)</b>	<b>10</b> Adj Pulls to SW by 11:30 am Nn/Nt Derr/Dcon/Rextrct Nt: hr-phr2giv	<b>11</b> Adj Pulls to SW by 11:30 am Nn/Nt Derr/Dcon/Rextrct 2 pm MTE (GI) <b>ADJ46 (R01-R14)</b> Nt: Hour/Reas/DedOv/Prof/ Leav/Calc processes Nt: hr-phr2giv	<b>12</b> Adj Pulls to SW by 11:30 am Nn/Nt Derr/Dcon/Rextrct Nt: Hour/Reas/DedOv/ Prof/Leav/Calc processes Nt: hr-phr2giv <div style="border: 1px solid black; padding: 2px; text-align: center;">No R13 Adjustment Entry</div>	<b>13</b> Noon Derr/Dcon/Rextrct	<b>14</b> RUN R13 & REPORTS																																																																																																																																																																														
<b>15</b>	<b>16</b> Run Personnel Error Rpts	<b>17</b> R13 Pulls to SW by Noon <b>ADJ47 (R11-R14)</b>	<b>18</b> Adj Pulls to SW by 11:30 am	<b>19</b> <b>ADJ48 (CY07 LRs R15-R26 &amp; CY08 R11-R14)</b> <b>Last LR Run for CY07</b> <div style="border: 1px solid black; padding: 2px; text-align: center;">No R15-R26 ADJ's</div>	<b>20</b> <b>Fin Aid Feed - No R12-R13 Adj/LR Entry until 10 am</b> Adj Pulls to SW by 11:30 am R13 PAYDAY <b>Preliminary FY09 Job Roll Reports Available</b>	<b>21</b> <b>Last Day for FY08 Personal Holiday Use</b> R14 PP END																																																																																																																																																																														
<b>22</b>	<b>23</b> Run Intl Phptime R14 Nn/Nt Derr/Dcon/Rextrct <b>ADJ49 (R11-R14)</b>	<b>24</b> Adj Pulls to SW by 11:30 am Nn/Nt Derr/Dcon/Rextrct Nt: hr-phr2giv	<b>25</b> Adj Pulls to SW by 11:30 am Nn/Nt Derr/Dcon/Rextrct 2 pm MTE (GI) <b>ADJ50 (R01-R14)</b> Nt: Hour/Reas/DedOv/Prof/ Leav/Calc processes Nt: hr-phr2giv	<b>26</b> <b>Limited Personnel Data Entry FY09 Job Roll (for ECLSs with pay increases excluding UNAC - Not F9)</b> Nn/Nt Derr/Dcon/Rextrct Adj Pulls to SW by 11:30 am Nt: Hour/Reas/DedOv/Prof/Leav/Calc processes Nt: hr-phr2giv <div style="border: 1px solid black; padding: 2px; text-align: center;">No R14 Adjustment Entry</div>	<b>27</b> <b>Restricted Personnel Data Entry FY09 Job Roll (for ECLSs without pay increases - FN &amp; FR on F9 Grid)</b> <b>FY09 Future Job Change Rpts</b> Noon Derr/Dcon/Rextrct	<b>28</b> RUN R14 & REPORTS																																																																																																																																																																														
<b>29</b>	<b>30</b> <b>Prior FY Voided Checks to SW</b> R14 Pulls to SW by 5 pm <b>ADJ51 (FY08 R11-R14)</b>	<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></td><td>1</td><td>2</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	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></td><td>1</td><td>2</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td>3</td><td>4</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td>5</td><td>6</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td>7</td><td>8</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td>9</td><td>10</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td>11</td><td>12</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td>13</td><td>14</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td>15</td><td>16</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td>17</td><td>18</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td>19</td><td>20</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td>21</td><td>22</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td>23</td><td>24</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td>25</td><td>26</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td>27</td><td>28</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td>29</td><td>30</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td>31</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	
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## HR Processing Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday																																																																																																			
		<b>1</b> No NBAPOSN/PBUD Entry FY09 Budget Roll to Zero Run Month End Reports Adj Pulls to SW by 11:30 am	<b>2</b> No NBAPOSN/PBUD Entry FY09 Wrking Bdgt Load FY09 Budget Activation FY09 Prelim UNAC Future Job Rec Update Rpts ADJ52 (FY08 R11-R14) (Final FY08 Adjustment)	<b>3</b> HOLIDAY R14 PAYDAY FY09 SB/Ret Rate Updates FY09 Fut Job Recs Update Temporary PCLS/Position Updates	<b>4</b> INDEPENDENCE DAY HOLIDAY	<b>5</b> R15 PP END																																																																																																			
<b>6</b> First Day for FY09 Personal Holiday Use	<b>7</b> Run Intl Phptime R15 Nn/Nt Derr/Dcon/Rextrct ADJ53 (FY09 R15 Payroll Adjs Only)  <div style="border: 1px solid black; padding: 2px; text-align: center;">No LRs Allowed</div>	<b>8</b> Adj Pulls to SW by 11:30 am Nn/Nt Derr/Dcon/Rextrct Nt: hr-phr2giv	<b>9</b> Nn/Nt Derr/Dcon/Rextrct 2 pm MTE (GI) FY09 Personal Holiday Leave Accrual ADJ54 (FY09 R15-R16) Nt: Hr/Rs/Dov/Prf/Lv/Clc Nt: hr-phr2giv	<b>10</b> Adj Pulls to SW by 11:30 am Nn/Nt Derr/Dcon/Rextrct ADJ55 FINAL FY08 LR Run (R01-R14) at FY08 Rates Use 6/30/08 post date Nt: Hr/Rs/Dov/Prf/Lv/Clc/2giv  <div style="border: 1px solid black; padding: 2px; text-align: center;">No R15 Adjustment Entry or LRs</div>	<b>11</b> Fin Aid Feed - No R14 Adj Entry Before Feed Adj Pulls to SW by 11:30 am Noon Derr/Dcon/Rextrct FY09 Job Roll for UNAC - F9 & FR (Future Recs)	<b>12</b> RUN R15 & REPORTS																																																																																																			
<b>13</b>	<b>14</b> Run Personnel Error Rpts Local 6070 Leave Bank Update Reports and JV Prep  <div style="border: 1px solid black; padding: 2px; text-align: center;">No Pay Adj Entry for R15 or R16</div>	<b>15</b> R15 Pulls to SW by Noon	<b>16</b> Adj Pulls to SW by 11:30 am ADJ56 (FY08 R15 LR) - Labor Redistributions Only at FY09 Rates (Tentative) Use 6/30/08 post date FY09 SW Pgm Code Updates	<b>17</b> Adj Pulls to SW by 11:30 am ADJ57 (FY09 R15-R16) Run Quarter End Reports	<b>18</b> Adj Pulls to SW by 11:30 am R15 PAYDAY FY08 Finance Close	<b>19</b> R16 PP END																																																																																																			
<b>20</b>	<b>21</b> Run Intl Phptime R16 Nn/Nt Derr/Dcon/Rextrct ADJ58 (FY09 R15-R17)	<b>22</b> Adj Pulls to SW by 11:30 am Nn/Nt Derr/Dcon/Rextrct Nt: hr-phr2giv	<b>23</b> Nn/Nt Derr/Dcon/Rextrct 2 pm MTE (GI) Nt: Hr/Rs/Dov/Prf/Lv/Clc Nt: hr-phr2giv ADJ59 (FY09 R15-R17)	<b>24</b> Adj Pulls to SW by 11:30 am Nn/Nt Derr/Dcon/Rextrct Nt: Hour/Reas/DedOv/Prof/Leav/Calc processes Nt: hr-phr2giv  <div style="border: 1px solid black; padding: 2px; text-align: center;">No R16 Adjustment Entry</div>	<b>25</b> Noon Derr/Dcon/Rextrct	<b>26</b> RUN R16 & REPORTS																																																																																																			
<b>27</b>	<b>28</b>	<b>29</b> R16 Pulls to SW by Noon ADJ60 (FY09 R15-R17)	<b>30</b> Adj Pulls to SW by 11:30 am	<b>31</b> ADJ61 (FY09 R15-R17 & CY08 R01-R14)  <div style="border: 1px solid black; padding: 2px; text-align: center;">No R01-R14 LR</div>	<table style="margin: auto; border-collapse: collapse;"> <tr> <td colspan="7" style="text-align: center; border-bottom: 1px solid black;">June</td> <td colspan="7" style="text-align: center; border-bottom: 1px solid black;">August</td> </tr> <tr> <td style="border: 1px solid black;">S</td><td style="border: 1px solid black;">M</td><td style="border: 1px solid black;">T</td><td style="border: 1px solid black;">W</td><td style="border: 1px solid black;">T</td><td style="border: 1px solid black;">F</td><td style="border: 1px solid black;">S</td> <td style="border: 1px solid black;">S</td><td style="border: 1px solid black;">M</td><td style="border: 1px solid black;">T</td><td style="border: 1px solid black;">W</td><td style="border: 1px solid black;">T</td><td style="border: 1px solid black;">F</td><td style="border: 1px solid black;">S</td> </tr> <tr> <td style="border: 1px solid black;">1</td><td style="border: 1px solid black;">2</td><td style="border: 1px solid black;">3</td><td style="border: 1px solid black;">4</td><td style="border: 1px solid black;">5</td><td style="border: 1px solid black;">6</td><td style="border: 1px solid black;">7</td> <td style="border: 1px solid black;">1</td><td style="border: 1px solid black;">2</td><td style="border: 1px solid black;">3</td><td style="border: 1px solid black;">4</td><td style="border: 1px solid black;">5</td><td style="border: 1px solid black;">6</td><td style="border: 1px solid black;">7</td> </tr> <tr> <td style="border: 1px solid black;">8</td><td style="border: 1px solid black;">9</td><td style="border: 1px solid black;">10</td><td style="border: 1px solid black;">11</td><td style="border: 1px solid black;">12</td><td style="border: 1px solid black;">13</td><td style="border: 1px solid black;">14</td> <td style="border: 1px solid black;">8</td><td style="border: 1px solid black;">9</td><td style="border: 1px solid black;">10</td><td style="border: 1px solid black;">11</td><td style="border: 1px solid black;">12</td><td style="border: 1px solid black;">13</td><td style="border: 1px solid black;">14</td> </tr> <tr> <td style="border: 1px solid black;">15</td><td style="border: 1px solid black;">16</td><td style="border: 1px solid black;">17</td><td style="border: 1px solid black;">18</td><td style="border: 1px solid black;">19</td><td style="border: 1px solid black;">20</td><td style="border: 1px solid black;">21</td> <td style="border: 1px solid black;">15</td><td style="border: 1px solid black;">16</td><td style="border: 1px solid black;">17</td><td style="border: 1px solid black;">18</td><td style="border: 1px solid black;">19</td><td style="border: 1px solid black;">20</td><td style="border: 1px solid black;">21</td> </tr> <tr> <td style="border: 1px solid black;">22</td><td style="border: 1px solid black;">23</td><td style="border: 1px solid black;">24</td><td style="border: 1px solid black;">25</td><td style="border: 1px solid black;">26</td><td style="border: 1px solid black;">27</td><td style="border: 1px solid black;">28</td> <td style="border: 1px solid black;">22</td><td style="border: 1px solid black;">23</td><td style="border: 1px solid black;">24</td><td style="border: 1px solid black;">25</td><td style="border: 1px solid black;">26</td><td style="border: 1px solid black;">27</td><td style="border: 1px solid black;">28</td> </tr> <tr> <td style="border: 1px solid black;">29</td><td style="border: 1px solid black;">30</td><td colspan="6"></td> <td style="border: 1px solid black;">29</td><td style="border: 1px solid black;">30</td><td colspan="5"></td> </tr> </table>		June							August							S	M	T	W	T	F	S	S	M	T	W	T	F	S	1	2	3	4	5	6	7	1	2	3	4	5	6	7	8	9	10	11	12	13	14	8	9	10	11	12	13	14	15	16	17	18	19	20	21	15	16	17	18	19	20	21	22	23	24	25	26	27	28	22	23	24	25	26	27	28	29	30							29	30					
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# August 2008

## HR Processing Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					<b>1</b> Adj Pulls to SW by 11:30 am R16 PAYDAY Run Month End Reports	<b>2</b> R17 PP END
					Vista Plus Upgrade	
<b>3</b>	<b>4</b> Run Intl Phptime R17 Nn/Nt Derr/Dcon/Rextrct <b>ADJ62 (R15-R18)</b>	<b>5</b> Adj Pulls to SW by 11:30 am Nn/Nt Derr/Dcon/Rextrct Nt: hr-phr2giv	<b>6</b> Nn/Nt Derr/Dcon/Rextrct 2 pm MTE (GI) <b>ADJ63 (R15-R18)</b> Nt: Hour/Reas/DedOv/ Prof/Leav/Calc processes Nt: hr-phr2giv	<b>7</b> Adj Pulls to SW by 11:30 am Nn/Nt Derr/Dcon/Rextrct Nt: Hour/Reas/DedOv/Prof/ Leav/Calc processes Nt: hr-phr2giv	<b>8</b> Noon Derr/Dcon/Rextrct	<b>9</b> RUN R17 & REPORTS
Vista Plus Upgrade				No R17 Adjustment Entry		
<b>10</b>	<b>11</b> Run Personnel Error Rpts	<b>12</b> R17 Pulls to SW by Noon <b>ADJ64 (R15-R18)</b>	<b>13</b> Adj Pulls to SW by 11:30 am	<b>14</b> <b>ADJ65 (R15-R18)</b>	<b>15</b> <b>Fin Aid Feed - No R15- R17 Adj/LR Entry until 10 am</b> Adj Pulls to SW by 11:30 am R17 PAYDAY	<b>16</b> R18 PP END
<b>17</b> PROD Outage to Apply Oracle 10g Patches	<b>18</b> Run Intl Phptime R18 Nn/Nt Derr/Dcon/Rextrct <b>ADJ66 (R16-R19)</b>	<b>19</b> Adj Pulls to SW by 11:30 am Nn/Nt Derr/Dcon/Rextrct Nt: hr-phr2giv	<b>20</b> Nn/Nt Derr/Dcon/Rextrct 2 pm MTE (GI) <b>ADJ67 (R15-R19)</b> Nt: Hour/Reas/DedOv/ Prof/Leav/Calc processes Nt: hr-phr2giv	<b>21</b> Adj Pulls to SW by 11:30 am Nn/Nt Derr/Dcon/Rextrct Nt: Hour/Reas/DedOv/Prof/ Leav/Calc processes Nt: hr-phr2giv	<b>22</b> Noon Derr/Dcon/Rextrct	<b>23</b> RUN R18 & REPORTS
				No R18 Adjustment Entry		
<b>24</b>	<b>25</b>	<b>26</b> R18 Pulls to SW by Noon <b>ADJ68 (R16-R19)</b>	<b>27</b> Adj Pulls to SW by 11:30 am	<b>28</b> <b>ADJ69 (CY08 R01-R14 Adjs &amp; CY08 R16-R19)</b>	<b>29</b> Adj Pulls to SW by 11:30 am R18 PAYDAY Run Month End Reports <b>Undeliverable CY2007 W-2s to SW</b>	<b>30</b> Run Intl Phptime R19 Nn/Nt Derr/Dcon/Rextrct R19 PP END
<b>31</b>						

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# September 2008

## HR Processing Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	<b>1</b> LABOR DAY HOLIDAY	<b>2</b> Nn/Nt Derr/Dcon/Rextrct Nt: hr-phr2giv	<b>3</b> Nn/Nt Derr/Dcon/Rextrct 2 pm MTE (GI) <b>ADJ70 (R15-R20)</b> Nt: Hour/Reas/DedOv/ Prof/Leav/Calc processes Nt: hr-phr2giv	<b>4</b> Adj Pulls to SW by 11:30 am Nn/Nt Derr/Dcon/Rextrct Nt: Hr/Rs/Dov/Prf/Lv/Clc Nt: hr-phr2giv	<b>5</b> Noon Derr/Dcon/Rextrct	<b>6</b> RUN R19 & REPORTS
				No R19 Adjustment Entry		
<b>7</b>	<b>8</b> Run Personnel Error Rpts	<b>9</b> R19 Pulls to SW by Noon <b>ADJ71 (R17-R20)</b>	<b>10</b> Adj Pulls to SW by 11:30 am	<b>11</b> <b>ADJ72 (R17-R20)</b>	<b>12</b> <b>Fin Aid Feed - No R18- R19 Adj/LR Entry until 10 am</b> Adj Pulls to SW by 11:30 am R19 PAYDAY	<b>13</b> R20 PP END
<b>14</b>	<b>15</b> Run Intl Phptime R20 Nn/Nt Derr/Dcon/Rextrct <b>ADJ73 (R18-R21)</b>	<b>16</b> Adj Pulls to SW by 11:30 am Nn/Nt Derr/Dcon/Rextrct Nt: hr-phr2giv	<b>17</b> Nn/Nt Derr/Dcon/Rextrct 2 pm MTE (GI) <b>ADJ74 (R15-R21)</b> Nt: Hour/Reas/DedOv/ Prof/Leav/Calc processes Nt: hr-phr2giv	<b>18</b> Adj Pulls to SW by 11:30 am Nn/Nt Derr/Dcon/Rextrct Nt: Hr/Rs/Dov/Prf/Lv/Clc Nt: hr-phr2giv	<b>19</b> Noon Derr/Dcon/Rextrct	<b>20</b> RUN R20 & REPORTS
				No R20 Adjustment Entry		
<b>21</b>	<b>22</b>	<b>23</b> R20 Pulls to SW by Noon <b>ADJ75 (R18-R21)</b>	<b>24</b> Adj Pulls to SW by 11:30 am	<b>25</b> <b>ADJ76 (CY08 R01-R14 Adjs &amp; CY08 R18-R21)</b>	<b>26</b> Adj Pulls to SW by 11:30 am R20 PAYDAY <b>Regional CY2005-2007 W-2c Info to SW</b>	<b>27</b> R21 PP END
				No R01-R14 LRs		
<b>28</b>	<b>29</b> Run Intl Phptime R21 Nn/Nt Derr/Dcon/Rextrct <b>ADJ77 (R19-R22)</b>	<b>30</b> Adj Pulls to SW by 11:30 am Nn/Nt Derr/Dcon/Rextrct Nt: hr-phr2giv Run Month End Reports Run Quarter End Reports				

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# October 2008

## HR Processing Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday																																																																																										
<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p style="text-align: center; margin: 0;">September</p> <table style="width: 100%; border-collapse: collapse; font-size: 8px;"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td></td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td></td><td></td><td></td><td></td></tr> </table> </div>	S	M	T	W	T	F	S	1	2	3	4	5	6		7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30					<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p style="text-align: center; margin: 0;">November</p> <table style="width: 100%; border-collapse: collapse; font-size: 8px;"> <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></td><td></td><td></td><td></td><td></td><td></td></tr> </table> </div>	S	M	T	W	T	F	S							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30							<p style="text-align: center; font-size: 24px; font-weight: bold;">1</p> <p>2 pm MTE (GI) <b>ADJ78 (R15-R22)</b> Nt: Hour/Reas/DedOv/ Prof/Leav/Calc processes Nt: hr-phr2giv Nn/Nt Derr/Dcon/Rextrct</p>	<p style="text-align: center; font-size: 24px; font-weight: bold;">2</p> <p>Adj Pulls to SW by 11:30 am Nt: Hour/Reas/DedOv/ Prof/Leav/Calc processes Nt: hr-phr2giv Nn/Nt Derr/Dcon/Rextrct</p>	<p style="text-align: center; font-size: 24px; font-weight: bold;">3</p> <p>Noon Derr/Dcon/Rextrct</p>	<p style="text-align: center; font-size: 24px; font-weight: bold;">4</p> <p>RUN R21 &amp; REPORTS</p>
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<p style="text-align: center; font-size: 24px; font-weight: bold;">5</p>	<p style="text-align: center; font-size: 24px; font-weight: bold;">6</p> <p>Run Personnel Error Rpts</p>	<p style="text-align: center; font-size: 24px; font-weight: bold;">7</p> <p>R21 Pulls to SW by Noon <b>ADJ79 (R19-R22)</b></p>	<p style="text-align: center; font-size: 24px; font-weight: bold;">8</p> <p>Adj Pulls to SW by 11:30 am</p>	<p style="text-align: center; font-size: 24px; font-weight: bold;">9</p> <p><b>ADJ80 (R19-R22)</b></p>	<p style="text-align: center; font-size: 24px; font-weight: bold;">10</p> <p><b>Fin Aid Feed - No R20-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: 24px; font-weight: bold;">11</p> <p>R22 PP END</p>																																																																																										
<p style="text-align: center; font-size: 24px; font-weight: bold;">12</p>	<p style="text-align: center; font-size: 24px; font-weight: bold;">13</p> <p>Run Intl Phptime R22 Nn/Nt Derr/Dcon/Rextrct <b>ADJ81 (R20-R23)</b></p> <div style="border: 1px solid black; padding: 2px; margin-top: 5px; text-align: center;">LRGP Refresh</div>	<p style="text-align: center; font-size: 24px; font-weight: bold;">14</p> <p>Adj Pulls to SW by 11:30 am Nn/Nt Derr/Dcon/Rextrct <b>ACFT Leave Bank Update</b> Nt: hr-phr2giv</p>	<p style="text-align: center; font-size: 24px; font-weight: bold;">15</p> <p>Nn/Nt Derr/Dcon/Rextrct 2 pm MTE (GI) <b>ADJ82 (R15-R23)</b> Nt: Hour/Reas/DedOv/ Prof/Leav/Calc processes Nt: hr-phr2giv</p>	<p style="text-align: center; font-size: 24px; font-weight: bold;">16</p> <p>Adj Pulls to SW by 11:30 am Nn/Nt Derr/Dcon/Rextrct Nt: Hour/Reas/DedOv/ Prof/Leav/Calc processes Nt: hr-phr2giv</p>	<p style="text-align: center; font-size: 24px; font-weight: bold;">17</p> <p>Noon Derr/Dcon/Rextrct</p>	<p style="text-align: center; font-size: 24px; font-weight: bold;">18</p> <p>RUN R22 &amp; REPORTS - Local 6070 Transition Payment</p>																																																																																										
<p style="text-align: center; font-size: 24px; font-weight: bold;">19</p>	<p style="text-align: center; font-size: 24px; font-weight: bold;">20</p>	<p style="text-align: center; font-size: 24px; font-weight: bold;">21</p> <p>R22 Pulls to SW by Noon <b>ADJ83 (R20-R23)</b></p>	<p style="text-align: center; font-size: 24px; font-weight: bold;">22</p> <p>Adj Pulls to SW by 11:30 am</p>	<p style="text-align: center; font-size: 24px; font-weight: bold;">23</p> <p><b>ADJ84 (CY08 R01-R14 Adjs &amp; CY08 R20-R23)</b></p> <div style="border: 1px solid black; padding: 2px; margin-top: 5px; text-align: center;">No R01-R14 LRs</div>	<p style="text-align: center; font-size: 24px; font-weight: bold;">24</p> <p>Adj Pulls to SW by 11:30 am R22 PAYDAY</p>	<p style="text-align: center; font-size: 24px; font-weight: bold;">25</p> <p>R23 PP END</p>																																																																																										
<p style="text-align: center; font-size: 24px; font-weight: bold;">26</p>	<p style="text-align: center; font-size: 24px; font-weight: bold;">27</p> <p>Run Intl Phptime R23 Nn/Nt Derr/Dcon/Rextrct <b>ADJ85 (R21-R24)</b></p>	<p style="text-align: center; font-size: 24px; font-weight: bold;">28</p> <p>Adj Pulls to SW by 11:30 am Nn/Nt Derr/Dcon/Rextrct Nt: hr-phr2giv</p>	<p style="text-align: center; font-size: 24px; font-weight: bold;">29</p> <p>Nn/Nt Derr/Dcon/Rextrct 2 pm MTE (GI) <b>ADJ86 (R15-R24)</b> Nt: Hour/Reas/DedOv/ Prof/Leav/Calc processes Nt: hr-phr2giv</p>	<p style="text-align: center; font-size: 24px; font-weight: bold;">30</p> <p>Adj Pulls to SW by 11:30 am Nn/Nt Derr/Dcon/Rextrct Nt: Hr/Rs/Dov/Prf/Lv/Clc Nt: hr-phr2giv Run Month End Reports</p>	<p style="text-align: center; font-size: 24px; font-weight: bold;">31</p> <p>Noon Derr/Dcon/Rextrct</p>	<div style="border: 1px solid black; padding: 2px; margin-top: 5px; text-align: center;">No R23 Adjustment Entry</div>																																																																																										

# November 2008

## HR Processing Calendar

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						<b>1</b> RUN R23 & REPORTS																																																																																																						
<b>2</b>	<b>3</b>	<b>4</b> R23 Pulls to SW by Noon <b>ADJ87 (R21-R24)</b>	<b>5</b> Adj Pulls to SW by 11:30 am	<b>6</b> <b>ADJ88 (CY08 R01-R14 Adjs &amp; CY08 R21-R24)</b>  <div style="border: 1px solid black; padding: 2px; text-align: center;">No R01-R14 LRs</div>	<b>7</b> <b>Fin Aid Feed - No R22- R23 Adj/LR Entry until 10 am</b> Adj Pulls to SW by 11:30 am R23 PAYDAY	<b>8</b> R24 PP END																																																																																																						
<b>9</b>	<b>10</b> Run Intl Phptime R24 Nn/Nt Derr/Dcon/Rextrct <b>ADJ89 (R22-R25)</b> <b>L6070 Prelim Job Roll Rpt</b>	<b>11</b> Adj Pulls to SW by 11:30 am Nn/Nt Derr/Dcon/Rextrct Nt: hr-phr2giv	<b>12</b> Nn/Nt Derr/Dcon/Rextrct 2 pm MTE (GI) <b>ADJ90 (R15-R25)</b> Nt: Hour/Reas/DedOv/ Prof/Leav/Calc processes Nt: hr-phr2giv	<b>13</b> <b>Fin Aid Feed - No R19-R23 Adj/LR Entry until 10 am</b> Adj Pulls to SW by 11:30 am Nn/Nt Derr/Dcon/Rextrct Nt: Hour/Reas/DedOv/Prof/Leav/Calc processes Nt: hr-phr2giv  <div style="border: 1px solid black; padding: 2px; text-align: center;">No R24 Adjustment Entry</div>	<b>14</b> Noon Derr/Dcon/Rextrct	<b>15</b> RUN R24 & REPORTS																																																																																																						
<b>16</b>	<b>17</b> Run Personnel Error Rpts	<b>18</b> R24 Pulls to SW by Noon <b>ADJ91 (R22-R25)</b>	<b>19</b> Adj Pulls to SW by 11:30 am <b>L6070 Prelim Fut Rec Rpt</b>	<b>20</b> <b>Run Intl Phptime R25</b> Nn/Nt Derr/Dcon/Rextrct	<b>21</b> <b>Nn/Nt Derr/Dcon/Rextrct</b> Nt: hr-phr2giv R24 PAYDAY L6070 Step Increase Process	<b>22</b> R25 PP END <b>Nn/Nt Derr/Dcon/Rextrct</b>																																																																																																						
<b>23</b>	<b>24</b> Nn/Nt Derr/Dcon/Rextrct <b>ADJ92 (R23-R26)</b> 2 pm MTE (GI) Nt: Hour/Reas/DedOv/Prof/ Leav/Calc processes Nt: hr-phr2giv	<b>25</b> Adj Pulls to SW by 11:30 am Nn/Nt Derr/Dcon/Rextrct <b>ADJ93 (R15-R26)</b> Nt: Hour/Reas/DedOv/Prof/ Leav/Calc processes Nt: hr-phr2giv	<b>26</b> Adj Pulls to SW by 11:30 am Noon/Derr/Dcon/Rextrct	<b>27</b> THANKSGIVING DAY HOLIDAY  <div style="border: 1px solid black; padding: 2px; text-align: center;">No R25 Adjustment Entry</div>	<b>28</b> HOLIDAY	<b>29</b> RUN R25 & REPORTS																																																																																																						
<b>30</b>	<table style="margin: auto;"> <tr> <td colspan="7" style="text-align: center;">October</td> <td colspan="7" style="text-align: center;">December</td> </tr> <tr> <td style="text-align: center;">S</td><td style="text-align: center;">M</td><td style="text-align: center;">T</td><td style="text-align: center;">W</td><td style="text-align: center;">T</td><td style="text-align: center;">F</td><td style="text-align: center;">S</td> <td style="text-align: center;">S</td><td style="text-align: center;">M</td><td style="text-align: center;">T</td><td style="text-align: center;">W</td><td style="text-align: center;">T</td><td style="text-align: center;">F</td><td style="text-align: center;">S</td> </tr> <tr> <td></td><td></td><td></td><td></td><td style="text-align: center;">1</td><td style="text-align: center;">2</td><td style="text-align: center;">3</td><td style="text-align: center;">4</td> <td></td><td></td><td></td><td></td><td style="text-align: center;">1</td><td style="text-align: center;">2</td><td style="text-align: center;">3</td><td style="text-align: center;">4</td><td style="text-align: center;">5</td><td style="text-align: center;">6</td> </tr> <tr> <td style="text-align: center;">5</td><td style="text-align: center;">6</td><td style="text-align: center;">7</td><td style="text-align: center;">8</td><td style="text-align: center;">9</td><td style="text-align: center;">10</td><td style="text-align: center;">11</td> <td style="text-align: center;">7</td><td style="text-align: center;">8</td><td style="text-align: center;">9</td><td style="text-align: center;">10</td><td style="text-align: center;">11</td><td style="text-align: center;">12</td><td style="text-align: center;">13</td> </tr> <tr> <td style="text-align: center;">12</td><td style="text-align: center;">13</td><td style="text-align: center;">14</td><td style="text-align: center;">15</td><td style="text-align: center;">16</td><td style="text-align: center;">17</td><td style="text-align: center;">18</td> <td style="text-align: center;">14</td><td style="text-align: center;">15</td><td style="text-align: center;">16</td><td style="text-align: center;">17</td><td style="text-align: center;">18</td><td style="text-align: center;">19</td><td style="text-align: center;">20</td> </tr> <tr> <td style="text-align: center;">19</td><td style="text-align: center;">20</td><td style="text-align: center;">21</td><td style="text-align: center;">22</td><td style="text-align: center;">23</td><td style="text-align: center;">24</td><td style="text-align: center;">25</td> <td style="text-align: center;">21</td><td style="text-align: center;">22</td><td style="text-align: center;">23</td><td style="text-align: center;">24</td><td style="text-align: center;">25</td><td style="text-align: center;">26</td><td style="text-align: center;">27</td> </tr> <tr> <td style="text-align: center;">26</td><td style="text-align: center;">27</td><td style="text-align: center;">28</td><td style="text-align: center;">29</td><td style="text-align: center;">30</td><td style="text-align: center;">31</td><td></td> <td style="text-align: center;">28</td><td style="text-align: center;">29</td><td style="text-align: center;">30</td><td style="text-align: center;">31</td><td></td><td></td><td></td> </tr> </table>					October							December							S	M	T	W	T	F	S	S	M	T	W	T	F	S					1	2	3	4					1	2	3	4	5	6	5	6	7	8	9	10	11	7	8	9	10	11	12	13	12	13	14	15	16	17	18	14	15	16	17	18	19	20	19	20	21	22	23	24	25	21	22	23	24	25	26	27	26	27	28	29	30	31		28	29	30	31				
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# December 2008

## HR Processing Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday																																																																																																								
	<b>1</b> Run Month End Reports <b>L6070 Fut Rec Update</b>	<b>2</b> R25 Pulls to SW by Noon <b>ADJ94 (R23-R26)</b>	<b>3</b> Adj Pulls to SW by 11:30 am	<b>4</b> <b>ADJ95 (CY08 R01-R14 Adjs &amp; CY08 R23-R26)</b>  <div style="border: 1px solid black; padding: 2px; text-align: center;">No R01-R14 LRs</div>	<b>5</b> <b>L6070 PCLS/Position Updates</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>6</b> R26 PP END																																																																																																								
<b>7</b>	<b>8</b> Run Intl Phptime R26 Nn/Nt Derr/Dcon/Rextrct <b>ADJ96 (R23-R26)</b>	<b>9</b> Adj Pulls to SW by 11:30 am Nn/Nt Derr/Dcon/Rextrct Nt: hr-phr2giv	<b>10</b> Nn/Nt Derr/Dcon/Rextrct 2 pm MTE (GI) <b>ADJ97 (R15-R26)</b> Nt: Hour/Reas/DedOv/ Prof/Leav/Calc processes Nt: hr-phr2giv	<b>11</b> Adj Pulls to SW by 11:30 am Nn/Nt Derr/Dcon/Rextrct Nt: Hr/Rs/Dov/Prf/Lv/Clc Nt: hr-phr2giv  <div style="border: 1px solid black; padding: 2px; text-align: center;">No R26 Adjustment Entry</div>	<b>12</b> Noon Derr/Dcon/Rextrct	<b>13</b> RUN R26 & REPORTS																																																																																																								
<b>14</b>	<b>15</b> Run Personnel Error Rpts CY08 W2 File Processing	<b>16</b> R26 Pulls to SW by Noon <b>ADJ98 (R23-R26)</b>	<b>17</b> Adj Pulls to SW by 11:30 am	<b>18</b> <b>Run Intl Phptime R01</b> Nn/Nt Derr/Dcon/Rextrct <b>ADJ99 (R01-R26)</b>  <div style="border: 1px solid black; padding: 2px; text-align: center;">No R01-R14 LRs</div>	<b>19</b> <b>Fin Aid Feed - No R26 Adj Entry Until 10 am</b> <b>No Labor Redistrib Entry until Further Notice</b> Adj Pulls to SW by 11:30 am <b>Nn/Nt Derr/Dcon/Rextrct</b> Nt: hr-phr2giv R26 PAYDAY	<b>20</b> R01 PP END Nn/Nt Derr/Dcon/Rextrct																																																																																																								
<b>21</b>	<b>22</b> Nn/Nt Derr/Dcon/Rextrct 2 pm MTE (GI) Nt: Hr/Rs/Dov/Prf/Lv/Clc/hr- phr2giv <div style="border: 1px solid black; padding: 2px; text-align: center;">Regulatory Tax Updates - No Outage Required (Tentative)</div>	<b>23</b> Nn/Nt Derr/Dcon/Rextrct Nt: Hr/Rs/Dov/Prf/Lv/Clc <b>ADJ100 (CY08 R24-R26)</b> <b>With W2 Processing to Follow</b> Nt: hr-phr2giv	<b>24</b> Adj Pulls to SW by 11:30 am Noon/Derr/Dcon/Rextrct Run Month End Reports	<b>25</b> CHRISTMAS HOLIDAY  <div style="border: 1px solid black; padding: 2px; text-align: center;">No R01 Adjustment Entry</div>	<b>26</b> HOLIDAY	<b>27</b> RUN R01 & REPORTS																																																																																																								
<b>28</b>	<b>29</b> R01 Pulls by 5 pm  <div style="border: 1px solid black; padding: 2px; text-align: center;">HOLIDAY CLOSURE (Tentative)</div>	<b>30</b>	<b>31</b> <div style="border: 1px solid black; padding: 2px; text-align: center;">Banner Outage for Regula- tory Releases PROD Outage (Tentative)</div> CY08 W2 File Processing	<div style="display: flex; justify-content: space-around; margin-bottom: 10px;"> <table border="1" style="font-size: 8px; border-collapse: collapse;"> <thead> <tr><th colspan="7">November 08</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></td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table> <table border="1" style="font-size: 8px; border-collapse: collapse;"> <thead> <tr><th colspan="7">January 09</th></tr> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>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>		November 08							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 09							S	M	T	W	T	F	S						1	2 3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
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