

January 2010

HR Processing Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 No Labor Redistribution Entry Until 2009 W-2 Processing Completed NEW YEAR'S HOLIDAY	2 R01 PP END
3	4 Run Intl Phptime R01 Nn/Nt Derr/Dcon/Rextrct ADJ01 (R01-R02) <hr style="border: 1px solid black;"/> LRGF Refresh	5 Adj Pulls to SW by 11:30 am Nn/Nt Derr/Dcon/Rextrct CY09 W2_1 ADJ Run (2009 R01-R27) (No LR's) Use 12/31/09 history/posting override date Nt: hr-phr2giv <hr style="border: 1px solid black;"/> LRGF Refresh	6 Adj Pulls to SW by 11:30 am Nn/Nt Derr/Dcon/Rextrct 2 pm MTE (GI) ADJ02 (R01-R02) Nt: Hr/Rs/Dov/Prf/Lv/Clc Nt: hr-phr2giv <hr style="border: 1px solid black;"/> Banner 8.x Upgrade to PREP	7 CY09 W2_2 ADJ Run (2009 R01-R27 & CY10 R02) (No LR's) Use 12/31/09 history/posting override date Adj Pulls to SW by 11:30 am Nn/Nt Derr/Dcon/Rextrct Nt: Hr/Rs/Dov/Prf/Lv/Clc <hr style="border: 1px solid black;"/> No R01 Adjustment or LR Entry	8 Fin Aid Feed - R27 Noon Derr/Dcon/Rextrct Run CY09 Quarter End Reports <hr style="border: 1px solid black;"/> No R01 Adjustment or LR Entry	9 RUN R01 & REPORTS
10	11 Run Personnel Error Rpts <hr style="border: 1px solid black;"/> Banner 8.x Upgrade to PREP	12 R01 Pulls to SW by Noon ADJ03 (R01-R02) <hr style="border: 1px solid black;"/> Banner 8.x Upgrade to LRGF	13 Adj Pulls to SW by 11:30 am CY09 W2_3 ADJ Run (2009 R25-R27 & CY10 R02-R03) (No LR's) Use 12/31/09 history/posting override date <hr style="border: 1px solid black;"/> Banner 8.x Upgrade to LRGF	14 ADJ04 (R01-R02) <hr style="border: 1px solid black;"/> Banner 8.x Upgrade to LRGF	15 Run Intl Phptime R02 Adj Pulls to SW by 11:30 am Nn/Nt Derr/Dcon/Rextrct R01 PAYDAY 2009 W-2 Processing (Tentative)	16 R02 PP END Nn/Nt Derr/Dcon/Rextrct
17	18 MARTIN LUTHER KING, JR DAY IN CELEBRATION OF ALASKA CIVIL RIGHTS HOLIDAY - UA OFFICES CLOSED	19 Nn/Nt Derr/Dcon/Rextrct Nt: hr-phr2giv	20 Nn/Nt Derr/Dcon/Rextrct 2 pm MTE (GI) ADJ05 (R01-R03) Nt: Hr/Rs/Dov/Prf/Lv/Clc Nt: hr-phr2giv	21 Adj Pulls to SW by 11:30 am Nn/Nt Derr/Dcon/Rextrct Nt: Hr/Rs/Dov/Prf/Lv/Clc Nt: hr-phr2giv <hr style="border: 1px solid black;"/> No R02 Adjustment or LR Entry	22 Noon Derr/Dcon/Rextrct	23 RUN R02 & REPORTS
24	25 Annual Leave Usage Email	26 R02 Pulls to SW by Noon ADJ06 (R01-R03)	27 Adj Pulls to SW by 11:30 am	28 ADJ07 (R01-R03)	29 Fin Aid Feed - No R01-R02 Adj Entry until 10 am Adj Pulls to SW by 11:30 am R02 PAYDAY Run Month End Reports	30 R03 PP END
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February 2010

HR Processing Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 Run Intl Phptime R03 Nn/Nt Derr/Dcon/Rextrct ADJ08 (R02-R04)	2 Adj Pulls to SW by 11:30 am Nn/Nt Derr/Dcon/Rextrct Nt: hr-phr2giv	3 Nn/Nt Derr/Dcon/Rextrct 2 pm MTE (GI) ADJ09 (R01-R04) Nt: Hr/Rs/Dov/Prf/Lv/Clc Nt: hr-phr2giv	4 Adj Pulls to SW by 11:30 am Nn/Nt Derr/Dcon/Rextrct Nt: Hr/Rs/Dov/Prf/Lv/Clc Nt: hr-phr2giv <div style="border: 1px solid black; padding: 2px; text-align: center;">No R03 Adjustment or LR Entry</div>	5 Noon Derr/Dcon/Rextrct	6 RUN R03 & REPORTS
<div style="border: 1px solid black; padding: 2px;">TRN8 - Banner 8 Upgrade</div>						
7	8 Run Personnel Error Rpts	9 R03 Pulls to SW by Noon ADJ10 (R01-R04)	10 Adj Pulls to SW by 11:30 am	11 ADJ11 (CY09 LRs R15-R27 & CY10 R01-R04) <div style="border: 1px solid black; padding: 2px; text-align: center;">No R15-R27 Adjs</div>	12 Adj Pulls to SW by 11:30 am R03 PAYDAY	13 R04 PP END
14	15 Run Intl Phptime R04 Nn/Nt Derr/Dcon/Rextrct ADJ12 (R02-R05)	16 Adj Pulls to SW by 11:30 am Nn/Nt Derr/Dcon/Rextrct Nt: hr-phr2giv	17 Nn/Nt Derr/Dcon/Rextrct 2 pm MTE (GI) ADJ13 (R01-R05) Nt: Hr/Rs/Dov/Prf/Lv/Clc Nt: hr-phr2giv	18 Adj Pulls to SW by 11:30 am Nn/Nt Derr/Dcon/Rextrct Nt: Hr/Rs/Dov/Prf/Lv/Clc Nt: hr-phr2giv <div style="border: 1px solid black; padding: 2px; text-align: center;">No R04 Adjustment or LR Entry</div>	19 Noon Derr/Dcon/Rextrct	20 RUN R04 & REPORTS Annual Leave Roll
21	22	23 R04 Pulls to SW by Noon ADJ14 (R02-R05)	24 Adj Pulls to SW by 11:30 am Regional CY2006 W-2c Info to SW	25 ADJ15 (R02-R05)	26 <div style="border: 1px solid black; padding: 2px;">Fin Aid Feed - No R03-R04 Adj Entry until 10 am</div> Run Intl Phptime R05 Nn/Nt Derr/Dcon/Rextrct Adj Pulls to SW by 11:30 am R04 PAYDAY Run Month End Reports 1042s Processing	27 Nn/Nt Derr/Dcon/Rextrct R05 PP END
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March 2010

HR Processing Calendar

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	1 Nn/Nt Derr/Dcon/Rextrct Nt: hr-phr2giv ADJ16 (R03-R06)	2 Adj Pulls to SW by 11:30 am Nn/Nt Derr/Dcon/Rextrct 2 pm MTE (GI) Nt: Hr/Rs/Dov/Prf/Lv/Clc Nt: hr-phr2giv	3 Nn/Nt Derr/Dcon/Rextrct ADJ17 (R01-R04 & R06) Nt: Hr/Rs/Dov/Prf/Lv/Clc Nt: hr-phr2giv <div style="border: 1px solid black; padding: 2px; text-align: center;">No R05 Adjustment Entry</div>	4 Adj Pulls to SW by 11:30 am Run Personnel Error Rpts RUN R05 & REPORTS (Begins 5 p.m.) <div style="border: 1px solid black; padding: 2px; text-align: center;">Starting 5 p.m.</div>	5	6 <div style="border: 1px solid black; padding: 2px; text-align: center;">Banner 8.x Upgrade</div>																																																																																				
7	8	9 R05 Pulls to SW by Noon	10 ADJ19 (R03-R06)	11 1042's Due to Be Mailed Adj Pulls to SW by 11:30 am	12 <div style="border: 1px solid black; padding: 2px; text-align: center;">SPRING RECESS HOLIDAY</div> R05 PAYDAY	13 R06 PP END																																																																																				
Banner 8.x Upgrade																																																																																										
14	15 Run Intl Phptime R06 Nn/Nt Derr/Dcon/Rextrct ADJ20 (R04-R07)	16 Adj Pulls to SW by 11:30 am Nn/Nt Derr/Dcon/Rextrct Nt: hr-phr2giv	17 Nn/Nt Derr/Dcon/Rextrct 2 pm MTE (GI) ADJ21 (R01-R07) Nt: Hr/Rs/Dov/Prf/Lv/Clc Nt: hr-phr2giv	18 Adj Pulls to SW by 11:30 am Nn/Nt Derr/Dcon/Rextrct Nt: Hr/Rs/Dov/Prf/Lv/Clc Nt: hr-phr2giv <div style="border: 1px solid black; padding: 2px; text-align: center;">No R06 Adjustment Entry</div>	19 Noon Derr/Dcon/Rextrct UAS Spring Recess Holiday	20 RUN R06 & REPORTS																																																																																				
21	22	23 R06 Pulls to SW by Noon ADJ22 (R04-R07)	24 Adj Pulls to SW by 11:30 am	25 ADJ23 (CY09 LRs R15- R27 & CY10 R04-R07) <div style="border: 1px solid black; padding: 2px; text-align: center;">No R15-R27 Adjs</div>	26 <div style="border: 1px solid black; padding: 2px; text-align: center;">Fin Aid Feed - No R05-R06 Adj Entry until 10 am</div> Adj Pulls to SW by 11:30 am R06 PAYDAY	27 R07 PP END																																																																																				
28 <div style="border: 1px solid black; padding: 2px;">Banner/UAOnline PROD Outage for Processor Replacement 0830-1100</div>	29 Run Intl Phptime R07 Nn/Nt Derr/Dcon/Rextrct ADJ24 (R05-R08)	30 Adj Pulls to SW by 11:30 am Nn/Nt Derr/Dcon/Rextrct Nt: hr-phr2giv	31 Nn/Nt Derr/Dcon/Rextrct 2 pm MTE (GI) ADJ25 (R01-R08) Nt: Hr/Rs/Dov/Prf/Lv/Clc Nt: hr-phr2giv	<div style="display: flex; justify-content: space-around; margin-bottom: 10px;"> <table border="1" style="font-size: 8px; text-align: center;"> <caption>February</caption> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</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></td><td></td><td></td><td></td><td></td><td></td></tr> </table> <table border="1" style="font-size: 8px; text-align: center;"> <caption>April</caption> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>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></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							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		
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April 2010

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4	5	6 R07 Pulls to SW by Noon ADJ26 (R05-R08)	7 Adj Pulls to SW by 11:30 am	8 ADJ27 (R05-R08)	9 Adj Pulls to SW by 11:30 am R07 PAYDAY	10 R08 PP END																																																																																																									
11	12 Run Intl Phptime R08 Nn/Nt Derr/Dcon/Rextrct ADJ28 (R06-R09)	13 Adj Pulls to SW by 11:30 am Nn/Nt Derr/Dcon/Rextrct Nt: hr-phr2giv	14 Nn/Nt Derr/Dcon/Rextrct 2 pm MTE (GI) ADJ29 (R01-R09) Nt: Hr/Rs/Dov/Prf/Lv/Clc Nt: hr-phr2giv	15 Open Enrollment Begins Adj Pulls to SW by 11:30 am Nn/Nt Derr/Dcon/Rextrct Nt: Hr/Rs/Dov/Prf/Lv/Clc Nt: hr-phr2giv <div style="border: 1px solid black; padding: 2px; text-align: center;">No R08 Adjustment Entry</div>	16 Noon Derr/Dcon/Rextrct	17 RUN R08 & REPORTS																																																																																																									
18	19 Run Personnel Error Rpts	20 R08 Pulls to SW by Noon ADJ30 (R06-R09)	21 Adj Pulls to SW by 11:30 am	22 ADJ31 (CY09 LRs R15-R27 & CY10 R06-R09) <div style="border: 1px solid black; padding: 2px; text-align: center;">No R15-R27 Adjs</div>	23 Fin Aid Feed - No R07-R08 Adj/LR Entry until 10 am Adj Pulls to SW by 11:30 am R08 PAYDAY	24 R09 PP END																																																																																																									
25	26 Run Intl Phptime R09 Nn/Nt Derr/Dcon/Rextrct ADJ32 (R07-R10) FY11 Salary Schedule Roll	27 Adj Pulls to SW by 11:30 am Nn/Nt Derr/Dcon/Rextrct Nt: hr-phr2giv	28 Nn/Nt Derr/Dcon/Rextrct 2 pm MTE (GI) ADJ33 (R01-R10) Nt: Hr/Rs/Dov/Prf/Lv/Clc Nt: hr-phr2giv	29 Fin Aid Feed - No R05 Adj/LR Entry until 10 am 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 <div style="border: 1px solid black; padding: 2px; text-align: center;">No R09 Adjustment Entry</div>	30 Noon Derr/Dcon/Rextrct																																																																																																										

May 2010

HR Processing Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1 RUN R09 & REPORTS
2	3	4 R09 Pulls to SW by Noon ADJ34 (R07-R10)	5 Adj Pulls to SW by 11:30 am	6 ADJ35 (R07-R10)	7 Adj Pulls to SW by 11:30 am R09 PAYDAY	8 R10 PP END
9	10 Run Intl Phptime R10 Nn/Nt Derr/Dcon/Rextrct ADJ36 (R08-R11)	11 Adj Pulls to SW by 11:30 am Nn/Nt Derr/Dcon/Rextrct Nt: hr-phr2giv	12 Nn/Nt Derr/Dcon/Rextrct 2 pm MTE (GI) ADJ37 (R01-R11) Nt: Hr/Rs/Dov/Prf/Lv/Clc Nt: hr-phr2giv	13 Adj Pulls to SW by 11:30 am Nn/Nt Derr/Dcon/Rextrct Nt: Hr/Rs/Dov/Prf/Lv/Clc Nt: hr-phr2giv <div style="border: 1px solid black; padding: 2px; text-align: center;">No R10 Adjustment Entry</div>	14 Open Enrollment Selection Period Ends Noon Derr/Dcon/Rextrct	15 RUN R10 & REPORTS
16	17 Run Personnel Error Rpts	18 R10 Pulls to SW by Noon PHL Usage Email ADJ38 (R08-R11)	19 Adj Pulls to SW by 11:30 am	20 ADJ39 (CY09 LRs R15-R27 & CY10 R08-R11) <div style="border: 1px solid black; padding: 2px; text-align: center;">No R15-R27 Adjs</div>	21 Fin Aid Feed - No R09-R10 Adj/LR Entry until 10 am Adj Pulls to SW by 11:30 am R10 PAYDAY	22 R11 PP END
23	24 Run Intl Phptime R11 Nn/Nt Derr/Dcon/Rextrct ADJ40 (R09-R12)	25 Adj Pulls to SW by 11:30 am Nn/Nt Derr/Dcon/Rextrct Nt: hr-phr2giv	26 Nn/Nt Derr/Dcon/Rextrct 2 pm MTE (GI) ADJ41 (R01-R12) Nt: Hr/Rs/Dov/Prf/Lv/Clc Nt: hr-phr2giv	27 Adj Pulls to SW by 11:30 am Nn/Nt Derr/Dcon/Rextrct Nt: Hr/Rs/Dov/Prf/Lv/Clc/2giv Regional CY2007-2009 W-2c Info to SW <div style="border: 1px solid black; padding: 2px; text-align: center;">No R11 Adjustment Entry</div>	28 Open Enrollment Non-Health Care Entry Deadline Noon Derr/Dcon/Rextrct	29 RUN R11 & REPORTS
30	31 <div style="border: 1px solid black; padding: 2px;">MEMORIAL DAY HOLIDAY</div>					

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June 2010

HR Processing Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 R11 Pulls to SW by Noon Run Month End Reports ADJ42 (R09-R12)	2 Begin OE Health Care Entry Adj Pulls to SW by 11:30 am	3 ADJ43 (R09-R12)	4 Adj Pulls to SW by 11:30 am R11 PAYDAY Staff Salary Posn & PCLS Updates	5 R12 PP END
6 Banner PROD Upgrade - 8.3 HR & Employee Self Serve; 8.3 General; 8.3 & 8.4 Finance	7 Run Intl Phptime R12 Nn/Nt Derr/Dcon/Rextrct ADJ44 (R10-R13)	8 Adj Pulls to SW by 11:30 am Nn/Nt Derr/Dcon/Rextrct Nt: hr-phr2giv	9 Nn/Nt Derr/Dcon/Rextrct 2 pm MTE (GI) ADJ45 (R01-R13) Nt: Hr/Rs/Dov/Prf/Lv/Clc Nt: hr-phr2giv	10 Adj Pulls to SW by 11:30 am Nn/Nt Derr/Dcon/Rextrct Nt: Hr/Rs/Dov/Prf/Lv/Clc Nt: hr-phr2giv	11 OE Health Care Data Entry Deadline Noon Derr/Dcon/Rextrct	12 RUN R12 & REPORTS
	LRGP Refresh			No R12 Adjustment Entry		
13	14 Run Personnel Error Rpts	15 R12 Pulls to SW by Noon ADJ46 (R10-R13)	16 Adj Pulls to SW by 11:30 am	17 Last LR Run for CY09 ADJ47 (CY09 LRs R15-R27 & CY10 R10-R13)	18 Fin Aid Feed - No R11-R12 Adj/LR Entry until 10 am Adj Pulls to SW by 11:30 am R12 PAYDAY Preliminary FY11 Job Roll Reports Available	19 Last Day for FY10 Personal Holiday Use R13 PP END
				No R15-R27 ADJ's		
20	21 Run Intl Phptime R13 Nn/Nt Derr/Dcon/Rextrct ADJ48 (R11-R14)	22 Adj Pulls to SW by 11:30 am Nn/Nt Derr/Dcon/Rextrct Nt: hr-phr2giv	23 Nn/Nt Derr/Dcon/Rextrct 2 pm MTE (GI) ADJ49 (R01-R14) Nt: Hr/Rs/Dov/Prf/Lv/Clc Nt: hr-phr2giv	24 Limited Personnel Data Entry FY11 Job Roll (for ECLSs with pay increases) Nn/Nt Derr/Dcon/Rextrct Adj Pulls to SW by 11:30 am Nt: Hr/Rs/Dov/Prf/Lv/Clc Nt: hr-phr2giv	25 Restricted Personnel Data Entry FY11 Job Roll (for ECLSs without pay increases) Noon Derr/Dcon/Rextrct	26 RUN R13 & REPORTS
				No R13 Adjustment Entry		
27	28 Prior FY Voided Checks to SW FY11 Future Job Change Rpts	29 R13 Pulls to SW by Noon ADJ50 (FY10 R11-R14)	30 Adj Pulls to SW by 11:30 am Run Month End Reports Run Quarter End Reports			

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July 2010

HR Processing Calendar

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4 First Day for FY11 Personal Holiday Use	5 INDEPENDENCE DAY HOLIDAY	6 HOLIDAY	7 <u>Limited Personnel Data Entry</u> <u>Final FY10 Adjustment</u> Nn/Nt Derr/Dcon/Rextrct 2 pm MTE (GI) FY11 Personal Holiday Leave Accrual FY11 Fut Job Recs Update ADJ52 (FY10, R11-R14) <u>Use 6/30/10 post date</u> Nt: Hr/Rs/Dov/Prf/Lv/Clc Nt: hr-phr2giv	8 Adj Pulls to SW by 11:30 am Nn/Nt Derr/Dcon/Rextrct ADJ53 (FY11, R15) Nt: Hr/Rs/Dov/Prf/Lv/Clc/2giv <div style="border: 1px solid black; padding: 2px; text-align: center;">No R14 Adjustment Entry</div>	9 Adj Pulls to SW by 11:30 am Noon Derr/Dcon/Rextrct	10 RUN R14 & REPORTS																																																																																																		
11	12 Run Personnel Error Rpts	13 R14 Pulls to SW by Noon Local 6070 Leave Bank Update Reports and JV Prep ADJ54 (FY11, R15)	14 Fin Aid Feed - No R13 Adj Entry Until 10 am Adj Pulls to SW by 11:30 am ADJ55 (FY10, R14) - FY10 Rates <u>Use 6/30/10 post date</u>	15 Fin Aid Feed - No R14 Adj Entry Until 10 am Adj Pulls to SW by 11:30 am ADJ56 (FY11, R15) Final FY11 SB Rate Updates	16 Adj Pulls to SW by 11:30 am R14 PAYDAY FY10 Finance Close (Tentative)	17 R15 PP END																																																																																																		
18	19 Run Intl Phptime R15 Nn/Nt Derr/Dcon/Rextrct ADJ57 (FY11, R15-R16)	20 Adj Pulls to SW by 11:30 am Nn/Nt Derr/Dcon/Rextrct Nt: hr-phr2giv	21 Nn/Nt Derr/Dcon/Rextrct 2 pm MTE (GI) ADJ58 (FY11, R15-R16) Nt: Hr/Rs/Dov/Prf/Lv/Clc Nt: hr-phr2giv <div style="border: 1px solid black; padding: 2px; text-align: center;">No R11-R14 LRs</div>	22 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 R15 Adjustment Entry</div>	23 Noon Derr/Dcon/Rextrct	24 RUN R15 & REPORTS																																																																																																		
25	26	27 R15 Pulls to SW by Noon ADJ59 (FY11, R15-R16)	28 Adj Pulls to SW by 11:30 am	29 ADJ60 (R15-R16 & FY10 R01-R14 Payroll Adjs Only) <div style="border: 1px solid black; padding: 2px; text-align: center;">No R01-R14 LRs</div>	30 Adj Pulls to SW by 11:30 am R15 PAYDAY Run Month End Reports	31 R16 PP END																																																																																																		

August 2010

HR Processing Calendar

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1	2 Run Intl Phptime R16 Nn/Nt Derr/Dcon/Rextrct ADJ61 (R15-R17)	3 Adj Pulls to SW by 11:30 am Nn/Nt Derr/Dcon/Rextrct Nt: hr-phr2giv	4 Nn/Nt Derr/Dcon/Rextrct 2 pm MTE (GI) ADJ62 (R15-R17) Nt: Hr/Rs/Dov/Prf/Lv/Clc Nt: hr-phr2giv	5 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 R16 Adjustment Entry</div>	6 Noon Derr/Dcon/Rextrct	7 RUN R16 & REPORTS																																																																																																		
8	9 Run Personnel Error Rpts	10 R16 Pulls to SW by Noon ADJ63 (R15-R17)	11 Adj Pulls to SW by 11:30 am	12 ADJ64 (R15-R17)	13 <div style="border: 1px solid black; padding: 2px;">Fin Aid Feed - No R15-R16 Adj/LR Entry until 10 am</div> Adj Pulls to SW by 11:30 am R16 PAYDAY	14 R17 PP END																																																																																																		
15	16 Run Intl Phptime R17 Nn/Nt Derr/Dcon/Rextrct ADJ65 (R15-R18)	17 Adj Pulls to SW by 11:30 am Nn/Nt Derr/Dcon/Rextrct Nt: hr-phr2giv	18 Nn/Nt Derr/Dcon/Rextrct 2 pm MTE (GI) ADJ66 (R15-R18) Nt: Hr/Rs/Dov/Prf/Lv/Clc Nt: hr-phr2giv	19 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 R17 Adjustment Entry</div>	20 Noon Derr/Dcon/Rextrct	21 RUN R17 & REPORTS																																																																																																		
22	23	24 R17 Pulls to SW by Noon ADJ67 (R15-R18)	25 Adj Pulls to SW by 11:30 am	26 ADJ68 (CY10 R01-R14 Adjs & CY10 R15-R18) <div style="border: 1px solid black; padding: 2px; text-align: center;">No R01-R14 LRs</div>	27 Adj Pulls to SW by 11:30 am R17 PAYDAY Undeliverable CY2009 W-2s to SW	28 R18 PP END																																																																																																		
29	30 Run Intl Phptime R18 Nn/Nt Derr/Dcon/Rextrct ADJ69 (R16-R19) <div style="border: 1px solid black; padding: 2px; text-align: center;">Student Eligibility Report</div>	31 Adj Pulls to SW by 11:30 am Run Month End Reports Nn/Nt Derr/Dcon/Rextrct Nt: hr-phr2giv	<div style="display: flex; justify-content: space-around;"> <table border="1" style="font-size: small; text-align: center;"> <thead> <tr><th colspan="7">July</th></tr> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>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> <table border="1" style="font-size: small; text-align: center;"> <thead> <tr><th colspan="7">September</th></tr> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td></td></tr> </tbody> </table> </div>				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	September							S	M	T	W	T	F	S					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	
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September 2010

HR Processing Calendar

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			1 Nn/Nt Derr/Dcon/Rextrct 2 pm MTE (GI) ADJ70 (R15-R19) Nt: Hr/Rs/Dov/Prf/Lv/Clc Nt: hr-phr2giv	2 Adj Pulls to SW by 11:30 am Nn/Nt Derr/Dcon/Rextrct Nt: Hr/Rs/Dov/Prf/Lv/Clc Nt: hr-phr2giv	3 Noon Derr/Dcon/Rextrct	4 RUN R18 & REPORTS
				No R18 Adjustment Entry		
				Student Eligibility Report		
5	6 LABOR DAY HOLIDAY	7 R18 Pulls to SW by Noon ADJ71 (R16-R19)	8 Adj Pulls to SW by 11:30 am	9 ADJ72 (R16-R19)	10 Fin Aid Feed - No R17-R18 Adj/LR Entry until 10 am Adj Pulls to SW by 11:30 am R18 PAYDAY	11 R19 PP END
Student Eligibility Report						
12	13 Run Intl Phptime R19 Nn/Nt Derr/Dcon/Rextrct ADJ73 (R17-R20)	14 Adj Pulls to SW by 11:30 am Nn/Nt Derr/Dcon/Rextrct Nt: hr-phr2giv	15 Nn/Nt Derr/Dcon/Rextrct 2 pm MTE (GI) ADJ74 (R15-R20) Nt: Hr/Rs/Dov/Prf/Lv/Clc Nt: hr-phr2giv	16 Adj Pulls to SW by 11:30 am Nn/Nt Derr/Dcon/Rextrct Nt: Hr/Rs/Dov/Prf/Lv/Clc Nt: hr-phr2giv	17 Noon Derr/Dcon/Rextrct	18 RUN R19 & REPORTS
				No R19 Adjustment Entry		
Student Eligibility Report						
19	20 Run Personnel Error Rpts	21 R19 Pulls to SW by Noon ADJ75 (R17-R20)	22 Adj Pulls to SW by 11:30 am	23 ADJ76 (CY10 R01-R14 Adjs & CY10 R17-R20)	24 Adj Pulls to SW by 11:30 am R19 PAYDAY Regional CY2007-2009 W-2c Info to SW	25 R20 PP END
				No R01-R14 LRs		
Student Eligibility Report						
26	27 Run Intl Phptime R20 Nn/Nt Derr/Dcon/Rextrct ADJ77 (R18-R21)	28 Adj Pulls to SW by 11:30 am Nn/Nt Derr/Dcon/Rextrct Nt: hr-phr2giv	29 Nn/Nt Derr/Dcon/Rextrct 2 pm MTE (GI) ADJ78 (R15-R21) Nt: Hr/Rs/Dov/Prf/Lv/Clc Nt: hr-phr2giv	30 Adj Pulls to SW by 11:30 am Nn/Nt Derr/Dcon/Rextrct Nt: Hr/Rs/Dov/Prf/Lv/Clc Nt: hr-phr2giv Run Month End Reports Run Quarter End Reports		
				No R20 Adjustment Entry		
Student Eligibility Report						

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October 2010

HR Processing Calendar

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					1 Noon Derr/Dcon/Rextrect <div style="border: 1px solid black; padding: 2px; text-align: center;">Student Eligibility Report</div> <div style="border: 1px solid black; padding: 2px; text-align: center;">No R20 Adjustment Entry</div>	2 RUN R20 & REPORTS
3	4	5 R20 Pulls to SW by Noon ADJ79 (R18-R21)	6 Adj Pulls to SW by 11:30 am	7 ADJ80 (R18-R21)	8 Adj Pulls to SW by 11:30 am R20 PAYDAY	9 R21 PP END
10	11 Run Intl Phptime R21 Nn/Nt Derr/Dcon/Rextrect ADJ81 (R19-R22)	12 Adj Pulls to SW by 11:30 am Nn/Nt Derr/Dcon/Rextrect UAFT Leave Bank Update Nt: hr-phr2giv	13 Nn/Nt Derr/Dcon/Rextrect 2 pm MTE (GI) ADJ82 (R15-R22) Nt: Hr/Rs/Dov/Prf/Lv/Clc Nt: hr-phr2giv	14 Adj Pulls to SW by 11:30 am Nn/Nt Derr/Dcon/Rextrect Nt: Hr/Rs/Dov/Prf/Lv/Clc Nt: hr-phr2giv <div style="border: 1px solid black; padding: 2px; text-align: center;">No R21 Adjustment Entry</div>	15 Noon Derr/Dcon/Rextrect	16 RUN R21 & REPORTS
17	18 Run Personnel Error Rpts <div style="border: 1px solid black; padding: 2px; text-align: center;">LRGP Refresh</div>	19 R21 Pulls to SW by Noon ADJ83 (R19-R22)	20 Adj Pulls to SW by 11:30 am	21 ADJ84 (CY10 R01-R14 Adjs & CY10 R19-R22) <div style="border: 1px solid black; padding: 2px; text-align: center;">No R01-R14 LRs</div>	22 Fin Aid Feed - No R19-R21 Adj/LR Entry until 10 am Adj Pulls to SW by 11:30 am R21 PAYDAY	23 R22 PP END
24	25 Run Intl Phptime R22 Nn/Nt Derr/Dcon/Rextrect ADJ85 (R20-R23)	26 Adj Pulls to SW by 11:30 am Nn/Nt Derr/Dcon/Rextrect Nt: hr-phr2giv	27 Nn/Nt Derr/Dcon/Rextrect 2 pm MTE (GI) ADJ86 (R15-R23) Nt: Hr/Rs/Dov/Prf/Lv/Clc Nt: hr-phr2giv	28 Adj Pulls to SW by 11:30 am Nn/Nt Derr/Dcon/Rextrect Nt: Hr/Rs/Dov/Prf/Lv/Clc Nt: hr-phr2giv <div style="border: 1px solid black; padding: 2px; text-align: center;">No R22 Adjustment Entry</div>	29 Noon Derr/Dcon/Rextrect	30 RUN R22 & REPORTS
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November 2010

HR Processing Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
	1 Run Month End Reports	2 R22 Pulls to SW by Noon ADJ87 (R20-R23)	3 Adj Pulls to SW by 11:30 am	4 ADJ88 (CY10 R01-R14 Adjs & CY10 R20-R23) <div style="border: 1px solid black; padding: 2px; text-align: center;">No R01-R14 LRs</div>	5 Adj Pulls to SW by 11:30 am R22 PAYDAY	6 R23 PP END	
7	8 Run Intl Phptime R23 Nn/Nt Derr/Dcon/Rextrct ADJ89 (R21-R24) Prelim L6070 Step Inc. Rpt	9 Adj Pulls to SW by 11:30 am Nn/Nt Derr/Dcon/Rextrct Nt: hr-phr2giv Nt: hr-step-job-exists	10 Nn/Nt Derr/Dcon/Rextrct 2 pm MTE (GI) ADJ90 (R15-R24) Nt: Hr/Rs/Dov/Prf/Lv/Clc Nt: hr-phr2giv	11 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 R23 Adjustment Entry</div>	12 Noon Derr/Dcon/Rextrct	13 RUN R23 & REPORTS	
14	15 Limited Data Entry L6070 Step Increase Process	16 R23 Pulls to SW by Noon Run Personnel Error Rpts ADJ91 (R21-R24)	17 Fin Aid Feed - No R22-R23 Adj/LR Entry until 10 am Adj Pulls to SW by 11:30 am	18 Run Intl Phptime R24 Nn/Nt Derr/Dcon/Rextrct ADJ92 (R21-R24)	19 Adj Pulls to SW by 11:30 am L6070 PCLS/Position Updates Nn/Nt Derr/Dcon/Rextrct Nt: hr-phr2giv R23 PAYDAY	20 R24 PP END Nn/Nt Derr/Dcon/Rextrct	
21	22 Nn/Nt Derr/Dcon/Rextrct 2 pm MTE (GI) ADJ93 (R15-R25) Nt: Hr/Rs/Dov/Prf/Lv/Clc Nt: hr-phr2giv	23 Adj Pulls to SW by 11:30 am Nn/Nt Derr/Dcon/Rextrct Nt: Hr/Rs/Dov/Prf/Lv/Clc Nt: hr-phr2giv	24 Noon/Derr/Dcon/Rextrct	25 THANKSGIVING DAY HOLIDAY	26 HOLIDAY	27 RUN R24 & REPORTS	
28	29 Annual Leave Usage Email	30 R24 Pulls to SW by Noon ADJ94 (R22-R25)	<div style="border: 1px solid black; padding: 2px; text-align: center;">No R24 Adjustment Entry</div>				

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December 2010

HR Processing Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday																																																																																										
<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> November 10 <table style="font-size: small; border-collapse: collapse;"> <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;"> January 11 <table style="font-size: small; border-collapse: collapse;"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td>31</td><td></td><td></td><td></td><td></td><td></td></tr> </table> </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	31						<p style="text-align: center; font-size: 2em; font-weight: bold;">1</p> Adj Pulls to SW by 11:30 am Run Month End Reports	<p style="text-align: center; font-size: 2em; font-weight: bold;">2</p> ADJ95 (R22-R25) <div style="border: 1px solid black; padding: 2px; text-align: center; font-size: small;">No R01-R14 LRs</div>	<p style="text-align: center; font-size: 2em; font-weight: bold;">3</p> Adj Pulls to SW by 11:30 am R24 PAYDAY	<p style="text-align: center; font-size: 2em; font-weight: bold;">4</p> R25 PP END
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<p style="text-align: center; font-size: 2em; font-weight: bold;">5</p>	<p style="text-align: center; font-size: 2em; font-weight: bold;">6</p> Run Intl Phptime R25 Nn/Nt Derr/Dcon/Rextrct ADJ96 (R23-R26)	<p style="text-align: center; font-size: 2em; font-weight: bold;">7</p> Adj Pulls to SW by 11:30 am Nn/Nt Derr/Dcon/Rextrct Nt: hr-phr2giv	<p style="text-align: center; font-size: 2em; font-weight: bold;">8</p> Nn/Nt Derr/Dcon/Rextrct 2 pm MTE (GI) ADJ97 (R15-R26) Nt: Hr/Rs/Dov/Prf/Lv/Clc Nt: hr-phr2giv	<p style="text-align: center; font-size: 2em; font-weight: bold;">9</p> 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; font-size: small;">No R25 Adjustment Entry</div>	<p style="text-align: center; font-size: 2em; font-weight: bold;">10</p> Noon Derr/Dcon/Rextrct	<p style="text-align: center; font-size: 2em; font-weight: bold;">11</p> RUN R25 & REPORTS																																																																																										
<p style="text-align: center; font-size: 2em; font-weight: bold;">12</p>	<p style="text-align: center; font-size: 2em; font-weight: bold;">13</p>	<p style="text-align: center; font-size: 2em; font-weight: bold;">14</p> R25 Pulls to SW by Noon Run Personnel Error Rpts ADJ98 (CY10 R01-R14 Adjs & CY10 R23-R26)	<p style="text-align: center; font-size: 2em; font-weight: bold;">15</p> Adj Pulls to SW by 11:30 am	<p style="text-align: center; font-size: 2em; font-weight: bold;">16</p> Run Intl Phptime R26 Nn/Nt Derr/Dcon/Rextrct ADJ99 (R23-R26) W2 Processing <div style="border: 1px solid black; padding: 2px; text-align: center; font-size: small;">No R01-R14 LRs</div>	<p style="text-align: center; font-size: 2em; font-weight: bold;">17</p> <div style="border: 1px solid black; padding: 2px; font-size: small;">Fin Aid Feed - No R24-R25 Adj/LR Entry until 10 am</div> Adj Pulls to SW by 11:30 am Nn/Nt Derr/Dcon/Rextrct Nt: hr-phr2giv R25 PAYDAY	<p style="text-align: center; font-size: 2em; font-weight: bold;">18</p> R26 PP END Nn/Nt Derr/Dcon/Rextrct																																																																																										
<p style="text-align: center; font-size: 2em; font-weight: bold;">19</p>	<p style="text-align: center; font-size: 2em; font-weight: bold;">20</p> Nn/Nt Derr/Dcon/Rextrct 2 pm MTE (GI) ADJ100 (CY10 R15-R26) Nt: Hr/Rs/Dov/Prf/Lv/Clc Nt: hr-phr2giv	<p style="text-align: center; font-size: 2em; font-weight: bold;">21</p> <div style="border: 1px solid black; padding: 2px; font-size: small;">No Labor Redistrib Entry until Further Notice</div> 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; font-size: small;">No R26 Adjustment Entry</div>	<p style="text-align: center; font-size: 2em; font-weight: bold;">22</p> Noon/Derr/Dcon/Rextrct	<p style="text-align: center; font-size: 2em; font-weight: bold;">23</p> <div style="border: 1px solid black; padding: 2px; font-size: small;">HOLIDAY</div> RUN R26 & REPORTS (Starting at 12:30 am)	<p style="text-align: center; font-size: 2em; font-weight: bold;">24</p> <div style="border: 1px solid black; padding: 2px; font-size: small;">CHRISTMAS HOLIDAY</div>	<p style="text-align: center; font-size: 2em; font-weight: bold;">25</p>																																																																																										
<p style="text-align: center; font-size: 2em; font-weight: bold;">26</p>	<p style="text-align: center; font-size: 2em; font-weight: bold;">27</p> R26 Pulls to SW by 10 am ADJ101 (R23-R26) W2 Processing <div style="border: 1px solid black; padding: 2px; text-align: center; font-size: small;">HOLIDAY CLOSURE</div>	<p style="text-align: center; font-size: 2em; font-weight: bold;">28</p> Regulatory Tax Updates - No Outage Required HR Regulatory Release (Tentative) Adj Pulls to SW by 9 am W2 Processing	<p style="text-align: center; font-size: 2em; font-weight: bold;">29</p> Run Month End Reports	<p style="text-align: center; font-size: 2em; font-weight: bold;">30</p> <div style="border: 1px solid black; padding: 2px; font-size: small;">HOLIDAY</div>	<p style="text-align: center; font-size: 2em; font-weight: bold;">31</p> <div style="border: 1px solid black; padding: 2px; font-size: small;">NEW YEAR'S HOLIDAY</div> R26 PAYDAY																																																																																											