

January 2013

HR Processing Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday																																																																																																									
		1	2	3	4	5																																																																																																									
		NEW YEAR'S HOLIDAY No LR Entry for 2012 Until W-2 Processing Completed	Nn/Nt: Derr/Dcon/Rextrct 4:45 pm Validate Feed File (GI) ADJ01 (R01-R02) Nt: Hr/Rs/Dov/Prf/Lv/Clc/MTF	Adj Pulls to SW by 11:30 am Nn/Nt: Derr/Dcon/Rextrct Nt: Hr/Rs/Dov/Prf/Lv/Clc	Nn: Derr/Dcon/Rextrct/Prf/ Lv/Clc	RUN R01 & REPORTS																																																																																																									
			LRGP Refresh (Tentative)	No R01 Adjustment or LR Entry																																																																																																											
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No LR Entry for 2012 Until W-2 Processing Completed	R01 Pulls to SW by 3:30 pm CY12 W2_1 ADJ Run (CY12 R01-R26 & CY13 R03 (if needed)) (No LRs) Use 12/31/12 history/ posting override date	Fin Aid Feed - No R26 Adj Entry until 10 am Adj Pulls to SW by 11:30 am W2 Balancing ADJ02 (R01-R02)	Adj Pulls to SW by 11:30 am CY12 W2_2 ADJ Run (2012 R01-R26) (No LRs) Use 12/31/12 hist- ory/posting override date	Adj Pulls to SW by 11:30 am ADJ03 (R01-R02) CY12 Quarter 4 Processing (Tentative) W2 Balancing	Adj Pulls to SW by 11:30 am R01 PAYDAY	R02 PP END																																																																																																									
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No LR Entry for 2012 Until W-2 Processing Completed	Run Initl Phptime R02 FOAPAL Validation Report Monthly Data Integrity Rpts Nn/Nt: Derr/Dcon/Rextrct ADJ04 (R01-R03) E - Noon	Adj Pulls to SW by 11:30 am Nn/Nt: Derr/Dcon/Rextrct A - 5 pm	Nn/Nt: Derr/Dcon/Rextrct 4:45 pm Validate Feed File (GI) ADJ05 (R01-R03) Nt: Hr/Rs/Dov/Prf/Lv/Clc/ MTF	Adj Pulls to SW by 11:30 am Nn/Nt: Derr/Dcon/Rextrct Nt: Hr/Rs/Dov/Prf/Lv/Clc	Nn: Derr/Dcon/Rextrct/Prf/ Lv/Clc 2012 W-2 Processing (Online Enabled)	RUN R02 & REPORTS																																																																																																									
				No R02 Adjustment or LR Entry																																																																																																											
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No LR Entry for 2012 Until W-2 Processing Completed	MARTIN LUTHER KING, JR DAY IN CELEBRA- TION OF ALASKA CIVIL RIGHTS HOLI- DAY - UA OFFICES CLOSED	R02 Pulls to SW by Noon Annual Leave Usage Email ADJ06 (R01-R03)	Adj Pulls to SW by 11:30 am	ADJ07 (R01-R03)	Fin Aid Feed - No R01-R02 Adj Entry until 10 am Adj Pulls to SW by 11:30 am R02 PAYDAY	R03 PP END																																																																																																									
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	Run Intl Phptime R03 FOAPAL Validation Report Nn/Nt: Derr/Dcon/Rextrct ADJ08 (R01-R04) E - Noon	Adj Pulls to SW by 11:30 am Nn/Nt: Derr/Dcon/Rextrct A - 5 pm	Nn/Nt: Derr/Dcon/Rextrct 4:45 pm Validate Feed File (GI) ADJ09 (R01-R04) Nt: Hr/Rs/Dov/Prf/Lv/Clc/MTF	Adj Pulls to SW by 11:30 am Nn/Nt: Derr/Dcon/Rextrct Month End Processing Nt: Hr/Rs/Dov/Prf/Lv/Clc	No R03 Adj or LR Entry																																																																																																										
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3 Banner PROD Upgrade - Weblogic/Oracle 11g	4 R03 Pulls to SW by 3:30 pm	5	6 ADJ10 (R01-R04)	7 Adj Pulls to SW by 11:30 am ADJ11 (R01-R04)	8 Adj Pulls to SW by 11:30 am R03 PAYDAY	9 R04 PP END																																																																																																									
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10	11 Run Intl Phptime R04 FOAPAL Validation Report Nn/Nt: Derr/Dcon/Rextrct ADJ12 (R02-R05) <div style="border: 1px solid black; padding: 2px;">E - Noon</div>	12 Adj Pulls to SW by 11:30 am Nn/Nt: Derr/Dcon/Rextrct <div style="border: 1px solid black; padding: 2px;">A - 5 pm</div>	13 Nn/Nt: Derr/Dcon/Rextrct 4:45 pm Validate Feed File (GI) ADJ13 (R01-R05) Nt: Hr/Rs/Dov/Prf/Lv/Clc/MTF	14 Adj Pulls to SW by 11:30 am Nn/Nt: Derr/Dcon/Rextrct Nt: Hr/Rs/Dov/Prf/Lv/Clc <div style="border: 1px solid black; padding: 2px;">No R04 Adjustment or LR Entry</div>	15 Nn: Derr/Dcon/Rextrct/Prf/ Lv/Clc	16 RUN R04 & REPORTS Annual Leave Roll																																																																																																									
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17	18 R04 Pulls to SW by 3:30 pm Monthly Data Integrity Rpts	19 ADJ14 (R02-R05)	20 Adj Pulls to SW by 11:30 am	21 ADJ15_a (CY12 LRs R15-R26) ADJ15 (CY13 R02-R05) <div style="border: 1px solid black; padding: 2px;">No R15-R26 Adjs</div>	22 Fin Aid Feed - No R03-R04 Adj/LR Entry until 10 am Adj Pulls to SW by 11:30 am Regional CY2009 W-2c Info to SW 1042s Processing (Tentative) R04 PAYDAY	23 R05 PP END																																																																																																									
24	25 Run Intl Phptime R05 FOAPAL Validation Report Nn/Nt: Derr/Dcon/Rextrct ADJ16 (R03-R06) <div style="border: 1px solid black; padding: 2px;">E - Noon</div>	26 Adj Pulls to SW by 11:30 am Nn/Nt: Derr/Dcon/Rextrct <div style="border: 1px solid black; padding: 2px;">A - 5 pm</div>	27 Nn/Nt: Derr/Dcon/Rextrct 4:45 pm Validate Feed File (GI) ADJ17 (R01-R06) Nt: Hr/Rs/Dov/Prf/Lv/Clc/ MTF	28 Adj Pulls to SW by 11:30 am Nn/Nt: Derr/Dcon/Rextrct Month End Processing Nt: Hr/Rs/Dov/Prf/Lv/Clc <div style="border: 1px solid black; padding: 2px;">No R05 Adj or LR Entry</div>	<div style="display: flex; justify-content: space-around; margin-bottom: 10px;"> <table border="1" style="font-size: 8px; text-align: center;"> <thead> <tr><th colspan="7">January</th></tr> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td></tr> </tbody> </table> <table border="1" style="font-size: 8px; text-align: center;"> <thead> <tr><th colspan="7">March</th></tr> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1 2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> <tr><td>31</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table> </div>		January							S	M	T	W	T	F	S			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			March							S	M	T	W	T	F	S							1 2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31						
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3	4 R05 Pulls to SW by 3:30 pm	5 ADJ18 (R03-R06)	6 Adj Pulls to SW by 11:30 am	7 ADJ19 (R03-R06) 1042 Forms Due to Be Mailed	8 Run Intl Phptime R06 FOAPAL Validation Report Adj Pulls to SW by 11:30 am Nn/Nt: Derr/Dcon/Rextrct R05 PAYDAY <div style="border: 1px solid black; padding: 2px; text-align: center;">E - 5 pm</div>	9 R06 PP END																																																																																																
10	11 Nn/Nt: Derr/Dcon/Rextrct ADJ20 (R04-R07) <div style="border: 1px solid black; padding: 2px; text-align: center;">A - 5 pm</div>	12 Adj Pulls to SW by 11:30 am Nn/Nt: Derr/Dcon/Rextrct 4:45 pm Validate Feed File (GI) Nt: Hr/Rs/Dov/Prf/Lv/Clc/MTF	13 Nn/Nt: Derr/Dcon/Rextrct ADJ21 (R01-R05 & R07) Nt: Hr/Rs/Dov/Prf/Lv/Clc	14 Adj Pulls to SW by 11:30 am Nn: Derr/Dcon/Rextrct/Prf/ Lv/Clc	15 SPRING RECESS HOLIDAY	16 RUN R06 & REPORTS																																																																																																
<div style="border: 1px solid black; padding: 2px; text-align: center;">No R06 Adjustment or LR Entry</div>																																																																																																						
17	18 R06 Pulls to SW by 3:30 pm Monthly Data Integrity Rpts	19 ADJ22 (R04-R07)	20 Adj Pulls to SW by 11:30 am	21 ADJ23_a (CY12 LRs R15-R26) ADJ23 (CY13 R04-R07) <div style="border: 1px solid black; padding: 2px; text-align: center;">No R15-R26 Adjs</div>	22 Fin Aid Feed - No R05-R06 Adj/LR Entry until 10 am Adj Pulls to SW by 11:30 am R06 PAYDAY	23 R07 PP END																																																																																																
24	25 Run Intl Phptime R07 FOAPAL Validation Report Nn/Nt: Derr/Dcon/Rextrct ADJ24 (R05-R08) <div style="border: 1px solid black; padding: 2px; text-align: center;">E - Noon</div>	26 Adj Pulls to SW by 11:30 am Nn/Nt: Derr/Dcon/Rextrct <div style="border: 1px solid black; padding: 2px; text-align: center;">A - 5 pm</div>	27 Nn/Nt: Derr/Dcon/Rextrct ADJ25 (R01-R08) Nt: Hr/Rs/Dov/Prf/Lv/Clc/ MTF	28 Adj Pulls to SW by 11:30 am Nn/Nt: Derr/Dcon/Rextrct W2 Balancing Nt: Hr/Rs/Dov/Prf/Lv/Clc <div style="border: 1px solid black; padding: 2px; text-align: center;">No R07 Adjustment or LR Entry</div>	29 Nn: Derr/Dcon/Rextrct/Prf/ Lv/Clc	30 RUN R07 & REPORTS																																																																																																
31	<table style="margin: auto; border-collapse: collapse;"> <tr> <td colspan="7" style="text-align: center; padding: 5px;">February</td> <td colspan="7" style="text-align: center; padding: 5px;">April</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></td><td style="text-align: center;">1</td><td style="text-align: center;">2</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;">3</td><td style="text-align: center;">4</td><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;">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;">10</td><td style="text-align: center;">11</td><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;">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;">17</td><td style="text-align: center;">18</td><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;">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;">24</td><td style="text-align: center;">25</td><td style="text-align: center;">26</td><td style="text-align: center;">27</td><td style="text-align: center;">28</td><td></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></td><td></td><td></td><td></td> </tr> </table>					February							April							S	M	T	W	T	F	S	S	M	T	W	T	F	S						1	2	1	2	3	4	5	6	3	4	5	6	7	8	9	7	8	9	10	11	12	13	10	11	12	13	14	15	16	14	15	16	17	18	19	20	17	18	19	20	21	22	23	21	22	23	24	25	26	27	24	25	26	27	28			28	29	30				
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April 2013

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	1 Month End Processing Quarter 1 Processing R07 Pulls to SW by 3:30 pm	2 ADJ26 (R05-R08)	3 Adj Pulls to SW by 11:30 am	4 ADJ27 (R05-R08)	5 Adj Pulls to SW by 11:30 am R07 PAYDAY	6 R08 PP END
7	8 Run Intl Phtime R08 FOAPAL Validation Report Nn/Nt: Derr/Dcon/Rextrect ADJ28 (R06-R09) E - Noon	9 Adj Pulls to SW by 11:30 am Nn/Nt: Derr/Dcon/Rextrect A - 5 pm	10 Nn/Nt: Derr/Dcon/Rextrect ADJ29 (R01-R09) Nt: Hr/Rs/Dov/Prf/Lv/Clc/ MTF	11 Adj Pulls to SW by 11:30 am Nn/Nt: Derr/Dcon/Rextrect Nt: Hr/Rs/Dov/Prf/Lv/Clc	12 Nn: Derr/Dcon/Rextrect/Prf/ Lv/Clc	13 RUN R08 & REPORTS
				No R08 Adjustment or LR Entry		
14	15 Open Enrollment Begins R08 Pulls to SW by 3:30 pm Monthly Data Integrity Rpts	16 ADJ30 (R06-R09)	17 Adj Pulls to SW by 11:30 am	18 ADJ31_a (CY12 LRs R15-R26) ADJ31 (CY13 R06-R09)	19 Fin Aid Feed - No R07-R08 Adj/LR Entry until 10 am Adj Pulls to SW by 11:30 am R08 PAYDAY	20 R09 PP END
				No R15-R26 Adjs		
21	22 Run Intl Phtime R09 FOAPAL Validation Report Nn/Nt: Derr/Dcon/Rextrect ADJ32 (R07-R10) E - Noon	23 Adj Pulls to SW by 11:30 am Nn/Nt: Derr/Dcon/Rextrect A - 5 pm	24 Nn/Nt: Derr/Dcon/Rextrect ADJ33 (R01-R10) Nt: Hr/Rs/Dov/Prf/Lv/Clc/ MTF	25 Adj Pulls to SW by 11:30 am Nn/Nt: Derr/Dcon/Rextrect Nt: Hr/Rs/Dov/Prf/Lv/Clc	26 FY14 Salary Schedule Roll Nn: Derr/Dcon/Rextrect/Prf/ Lv/Clc	27 RUN R09 & REPORTS
				No R09 Adjustment or LR Entry		
28	29 R09 Pulls to SW by 3:30 pm	30 ADJ34 (R07-R10)				

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May 2013

HR Processing Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday																																																																																																								
<table border="1" style="margin: 0 auto; border-collapse: collapse;"> <tr><th colspan="7">April</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>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>29</td><td>30</td><td></td><td></td><td></td><td></td></tr> </table>	April							S	M	T	W	T	F	S		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30					<table border="1" style="margin: 0 auto; border-collapse: collapse;"> <tr><th colspan="7">June</th></tr> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </table>	June							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							1 Adj Pulls to SW by 11:30 am Month End Processing	2 Begin OE Non-Health Care Entry ADJ35 (R07-R10)	3 Adj Pulls to SW by 11:30 am R09 PAYDAY	4 R10 PP END
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5	6 Run Intl Phtime R10 FOAPAL Validation Report Nn/Nt: Derr/Dcon/Rextrect ADJ36 (R08-R11) E - Noon	7 Adj Pulls to SW by 11:30 am Nn/Nt: Derr/Dcon/Rextrect A - 5 pm	8 Nn/Nt: Derr/Dcon/Rextrect ADJ37 (R01-R11) Nt: Hr/Rs/Dov/Prf/Lv/Clc/ MTF	9 Adj Pulls to SW by 11:30 am Nn/Nt: Derr/Dcon/Rextrect Nt: Hr/Rs/Dov/Prf/Lv/Clc No R10 Adjustment or LR Entry	10 Nn: Derr/Dcon/Rextrect/Prf/ Lv/Clc	11 RUN R10 & REPORTS																																																																																																								
12	13 R10 Pulls to SW by 3:30 pm Monthly Data Integrity Rpts	14 PHL Usage Email ADJ38 (R08-R11)	15 Adj Pulls to SW by 11:30 am Open Enrollment Selection Period Ends	16 ADJ39_a (CY12 LRs R15-R26) ADJ39 (CY13 R08-R11) No R15-R26 Adjs	17 Fin Aid Feed - No R09-R10 Adj/LR Entry until 10 am Adj Pulls to SW by 11:30 am R10 PAYDAY Month End Processing - 06/01 HC Eligibility	18 R11 PP END																																																																																																								
19 FAST Outage	20 Run Intl Phtime R11 FOAPAL Validation Report Nn/Nt: Derr/Dcon/Rextrect ADJ40 (R09-R12) E - Noon	21 Begin OE Health Care/HSA Entry Adj Pulls to SW by 11:30 am Nn/Nt: Derr/Dcon/Rextrect A - 5 pm	22 Nn/Nt: Derr/Dcon/Rextrect ADJ41 (R01-R12) Nt: Hr/Rs/Dov/Prf/Lv/Clc/ MTF	23 Adj Pulls to SW by 11:30 am Nn/Nt: Derr/Dcon/Rextrect Nt: Hr/Rs/Dov/Prf/Lv/Clc No R11 Adjustment or LR Entry	24 Nn: Derr/Dcon/Rextrect/Prf/ Lv/Clc Regional CY2010-2012 W-2c Info to SW	25 RUN R11 & REPORTS																																																																																																								
26	27 MEMORIAL DAY HOLIDAY	28 R11 Pulls to SW by Noon ADJ42 (R09-R12)	29 Adj Pulls to SW by 11:30 am	30 Open Enrollment Non-Health Care Entry Deadline ADJ43 (R09-R12)	31 Adj Pulls to SW by 11:30 am R11 PAYDAY Month End Processing - FSA, Forfeit, Life Ins, etc.																																																																																																									

June 2013

HR Processing Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1 R12 PP END
2	3 Run Intl Phtime R12 FOAPAL Validation Report Nn/Nt: Derr/Dcon/Rextrct ADJ44 (R10-R13) E - Noon <div style="border: 1px solid black; padding: 2px; text-align: center;">LRGP Refresh (Tentative)</div>	4 Adj Pulls to SW by 11:30 am Nn/Nt: Derr/Dcon/Rextrct A - 5 pm	5 Nn/Nt: Derr/Dcon/Rextrct ADJ45 (R01-R13) Nt: Hr/Rs/Dov/Prf/Lv/Clc/ MTF	6 Adj Pulls to SW by 11:30 am Nn/Nt: Derr/Dcon/Rextrct Nt: Hr/Rs/Dov/Prf/Lv/Clc <div style="border: 1px solid black; padding: 2px; text-align: center;">No R12 Adjustment or LR Entry</div>	7 OE Health Care/HSA Data Entry Deadline Nn: Derr/Dcon/Rextrct/Prf/ Lv/Clc	8 RUN R12 & REPORTS
9	10 R12 Pulls to SW by 3:30 pm Monthly Data Integrity Rpts UA-FFA Leave Bank Prep	11 ADJ46 (R10-R13)	12 Adj Pulls to SW by 11:30 am	13 AJD47 (R10-R13) <div style="border: 1px solid black; padding: 2px; text-align: center;">No R15-R26 ADJ's</div>	14 Fin Aid Feed - No R11-R12 Adj/LR Entry until 10 am Adj Pulls to SW by 11:30 am Month End Processing - 07/01 HC Eligibility R12 PAYDAY	15 R13 PP END
16 FY14 Deduction Start	17 Run Intl Phtime R13 FOAPAL Validation Report Nn/Nt: Derr/Dcon/Rextrct ADJ48 (R11-R14) E - Noon	18 Adj Pulls to SW by 11:30 am Nn/Nt: Derr/Dcon/Rextrct A - 5 pm	19 Nn/Nt: Derr/Dcon/Rextrct ADJ49 (R01-R14) Nt: Hr/Rs/Dov/Prf/Lv/Clc/ MTF	20 Adj Pulls to SW by 11:30 am Nn/Nt: Derr/Dcon/Rextrct Nt: Hr/Rs/Dov/Prf/Lv/Clc <div style="border: 1px solid black; padding: 2px; text-align: center;">No R13 Adjustment or LR Entry</div>	21 Nn: Derr/Dcon/Rextrct/Prf/ Lv/Clc Preliminary FY14 Job Roll Reports Available	22 RUN R13 & REPORTS
23	24 R13 Pulls to SW by 3:30 pm Prior FY Voided Checks to SW	25 ADJ50 (FY13, R11-R14)	26 Adj Pulls to SW by 11:30 am	27 Last LR Run for CY12 Limited Personnel Data Entry FY14 Job Roll (ECLs w/pay incr) ADJ51_a (CY12 LRs R15-R26) ADJ51 (CY13 R11-R14) E - 5 pm <div style="border: 1px solid black; padding: 2px; text-align: center;">No R01-R10 Adj Entry (LR Entry Only)</div>	28 Run Intl Phtime R14 Adj Pulls to SW by 11:30 am Nn/Nt: Derr/Dcon/Rextrct FY14 Job Roll (ECLs w/o pay increases) ME/QE/W2 Processing R13 PAYDAY A - 4:30 pm UAOnline Outage Begins at 4:30 pm	29 Last Day for FY13 Personal Holiday Use Nn/Nt: Derr/Dcon/Rextrct UAOnline Outage All Day R14 PP END
30 No Personal Holiday Use During R15 UAOnline Outage All Day						

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July 2013

HR Processing Calendar

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	Final R01-R10 LR Run FY14 Future Job Change Rpts Nn/Nt: Derr/Dcon/Rextrct ADJ52 (FY13, R01-R14) Use 6/30/13 post date Nt: Hr/Rs/Dov/Prf/Lv/Clc/MTF UAOnline Outage Ends at 8 am	Adj Pulls to SW by 11:30 am Nn/Nt: Derr/Dcon/Rextrct Nt: Hr/Rs/Dov/Prf/Lv/Clc	Nn: Derr/Dcon/Rextrct/Prf/Lv/Clc	INDEPENDENCE DAY HOLIDAY	HOLIDAY	RUN R14 & REPORTS FY13 SB Rates
		No R01-R14 Adjustment or LR Entry		No R14 Adjustment or LR Entry		
7	8	9	10	11	12	13
	No NBAPOSN/PBUD Entry FY14 Budget Roll to Zero FY14 Wrking Bdgt Load Monthly Data Integrity Rpts R14 Pulls to SW by 3:30 pm L6070 Leave Bank Update Rpts & JV Prep FY14 SB Rate Updates	No NBAPOSN/PBUD Entry FY14 Budget Activation ADJ53 (FY14, R15 @ SB FY14)	Adj Pulls to SW by 11:30 am FY13 SB Rate Updates ADJ54 FY13 FINAL LR & Pay Adjs (R11-R14) All @ SB FY13 Use 6/30/13 post date	Fin Aid Feed - No R13-R14 Adj Entry Until 10 am Adj Pulls to SW by 11:30 am FY14 SB Rate Updates ADJ55 (FY14, R15 @ SB FY14)	Adj Pulls to SW by 11:30 am Restricted Personnel Data Entry FY14 Fut Job Recs Update R14 PAYDAY	R15 PP END
				No R01-R14 LRs		
14	15	16	17	18	19	20
First Day for FY14 Personal Holiday Use FY14 Salary Chg Start	Run Intl Phptime R15 FOAPAL Validation Report Nn/Nt: Derr/Dcon/Rextrct ADJ56 (FY14, R15-R16) E - Noon	Adj Pulls to SW by 11:30 am FY14 Personal Holiday Leave Accrual Nn/Nt: Derr/Dcon/Rextrct A - 5 pm	Nn/Nt: Derr/Dcon/Rextrct ADJ57 (FY14, R15-R16) Nt: Hr/Rs/Dov/Prf/Lv/Clc/MTF	Adj Pulls to SW by 11:30 am Nn/Nt: Derr/Dcon/Rextrct Nt: Hr/Rs/Dov/Prf/Lv/Clc	Nn: Derr/Dcon/Rextrct/Prf/Lv/Clc FY13 Finance Close	RUN R15 & REPORTS FY14 SB Rates
				No R15 Adjustment or LR Entry		
21	22	23	24	25	26	27
	R15 Pulls to SW by 3:30 pm	ADJ58 (FY14, R15-R16)	Adj Pulls to SW by 11:30 am	ADJ59 (FY14, R15-R16 & CY13, R01-R14 Payroll Adjs Only @ FY14 SB Rates)	Adj Pulls to SW by 11:30 am R15 PAYDAY	R16 PP END
				No R01-R14 LRs		
28	29	30	31			
	Run Intl Phptime R16 FOAPAL Validation Report Nn/Nt: Derr/Dcon/Rextrct ADJ60 (R15-R17) E - Noon	Adj Pulls to SW by 11:30 am Nn/Nt: Derr/Dcon/Rextrct A - 5 pm	Nn/Nt: Derr/Dcon/Rextrct ADJ61 (R15-R17) Nt: Hr/Rs/Dov/Prf/Lv/Clc/MTF			

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August 2013

HR Processing Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 Adj Pulls to SW by 11:30 am Nn/Nt: Derr/Dcon/Rextrct Month End Processing Nt: Hr/Rs/Dov/Prf/Lv/Clc	2 Nn: Derr/Dcon/Rextrct/Prf/ Lv/Clc	3 RUN R16 & REPORTS
				No R16 Adjustment or LR Entry		
4	5 R16 Pulls to SW by 3:30 pm	6 ADJ62 (R15-R17)	7 Adj Pulls to SW by 11:30 am	8 ADJ63 (R15-R17)	9 Fin Aid Feed - No R15-R16 Adj/LR Entry until 10 am Adj Pulls to SW by 11:30 am R16 PAYDAY	10 R17 PP END
11	12 Run Intl Phptime R17 FOAPAL Validation Report Nn/Nt: Derr/Dcon/Rextrct Monthly Data Integrity Rpts ADJ64 (R15-R18) E - Noon	13 Adj Pulls to SW by 11:30 am Nn/Nt: Derr/Dcon/Rextrct A - 5 pm	14 Nn/Nt: Derr/Dcon/Rextrct ADJ65 (R15-R18) Nt: Hr/Rs/Dov/Prf/Lv/Clc/ MTF	15 Adj Pulls to SW by 11:30 am Nn/Nt: Derr/Dcon/Rextrct Nt: Hr/Rs/Dov/Prf/Lv/Clc	16 Nn: Derr/Dcon/Rextrct/Prf/ Lv/Clc	17 RUN R17 & REPORTS
				No R17 Adjustment or LR Entry		
18	19 R17 Pulls to SW by 3:30 pm	20 ADJ66 (R15-R18)	21 Adj Pulls to SW by 11:30 am	22 ADJ67 (CY13 R01-R14 Adjs & CY13 R15-R18)	23 Adj Pulls to SW by 11:30 am R17 PAYDAY	24 R18 PP END
				No R01-R14 LRs		
25	26 Run Intl Phptime R18 FOAPAL Validation Report Nn/Nt: Derr/Dcon/Rextrct ADJ68 (R16-R19) E - Noon	27 Adj Pulls to SW by 11:30 am Nn/Nt: Derr/Dcon/Rextrct A - 5 pm	28 Nn/Nt: Derr/Dcon/Rextrct ADJ69 (R15-R19) Nt: Hr/Rs/Dov/Prf/Lv/Clc/ MTF	29 Adj Pulls to SW by 11:30 am Nn/Nt: Derr/Dcon/Rextrct Nt: Hr/Rs/Dov/Prf/Lv/Clc	30 Nn: Derr/Dcon/Rextrct/Prf/ Lv/Clc	31 RUN R18 & REPORTS
				No R18 Adjustment or LR Entry		
Student Eligibility Report						

September 2013

HR Processing Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 LABOR DAY HOLIDAY	3 R18 Pulls to SW by Noon Month End Processing ADJ70 (R16-R19)	4 Adj Pulls to SW by 11:30 am	5 ADJ71b (R15) & ADJ71 (R16-R19)	6 Fin Aid Feed - No R15-R18 Adj/LR Entry until 10 am Adj Pulls to SW by 11:30 am R18 PAYDAY	7 R19 PP END
Student Eligibility Report						
8	9 Run Intl Phptime R19 FOAPAL Validation Report Nn/Nt: Derr/Dcon/Rextrect ADJ72 (R17-R20) E - Noon	10 Adj Pulls to SW by 11:30 am Nn/Nt: Derr/Dcon/Rextrect A - 5 pm	11 Nn/Nt: Derr/Dcon/Rextrect ADJ73 (R15-R20) Nt: Hr/Rs/Dov/Prf/Lv/Clc/ MTF	12 Adj Pulls to SW by 11:30 am Nn/Nt: Derr/Dcon/Rextrect Nt: Hr/Rs/Dov/Prf/Lv/Clc	13 Nn: Derr/Dcon/Rextrect/Prf/ Lv/Clc	14 RUN R19 & REPORTS
Student Eligibility Report						
15	16 R19 Pulls to SW by 3:30 pm Monthly Data Integrity Rpts	17 ADJ74 (R17-R20)	18 Adj Pulls to SW by 11:30 am	19 ADJ75 (CY13 R01-R14 Adjs & CY13 R17-R20)	20 Adj Pulls to SW by 11:30 am R19 PAYDAY Regional CY2010-2012 W-2c Info to SW	21 R20 PP END
Student Eligibility Report						
22	23 Run Intl Phptime R20 FOAPAL Validation Report Nn/Nt: Derr/Dcon/Rextrect ADJ76 (R18-R21) E - Noon	24 Adj Pulls to SW by 11:30 am Nn/Nt: Derr/Dcon/Rextrect A - 5 pm	25 Nn/Nt: Derr/Dcon/Rextrect ADJ77 (R15-R21) Nt: Hr/Rs/Dov/Prf/Lv/Clc/ MTF	26 Adj Pulls to SW by 11:30 am W2 Balancing Nn/Nt: Derr/Dcon/Rextrect Nt: Hr/Rs/Dov/Prf/Lv/Clc	27 Nn: Derr/Dcon/Rextrect/Prf/ Lv/Clc	28 RUN R20 & REPORTS
Student Eligibility Report						
29 PROD Outage for BHR 8.8/8.9 & Ban Gen 8.6 Upgrades	30 Month End Processing Quarter 3 Processing R20 Pulls to SW by 3:30 pm					

August						
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October 2013

HR Processing Calendar

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		1 ADJ78 (R18-R21)	2 Adj Pulls to SW by 11:30 am	3 ADJ79 (R18-R21)	4 Adj Pulls to SW by 11:30 am R20 PAYDAY	5 R21 PP END																																																																																																																
6	7 Run Intl Phtime R21 FOAPAL Validation Report Nn/Nt: Derr/Dcon/Rextrect ADJ80 (R19-R22) E - Noon	8 Adj Pulls to SW by 11:30 am Nn/Nt: Derr/Dcon/Rextrect UAFT Leave Bank Update A - 5 pm	9 Nn/Nt: Derr/Dcon/Rextrect ADJ81 (R15-R22) Nt: Hr/Rs/Dov/Prf/Lv/Clc/ MTF	10 Adj Pulls to SW by 11:30 am Nn/Nt: Derr/Dcon/Rextrect Nt: Hr/Rs/Dov/Prf/Lv/Clc	11 Nn: Derr/Dcon/Rextrect/Prf/ Lv/Clc	12 RUN R21 & REPORTS																																																																																																																
				No R21 Adjustment or LR Entry																																																																																																																		
13	14 R21 Pulls to SW by 3:30 pm Monthly Data Integrity Rpts	15 ADJ82 (R19-R22)	16 Adj Pulls to SW by 11:30 am	17 ADJ83 (CY13 R01-R14 Adjs & CY13 R19-R22)	18 Fin Aid Feed - No R19-R21 Adj/LR Entry until 10 am Adj Pulls to SW by 11:30 am R21 PAYDAY	19 R22 PP END																																																																																																																
	Banner LRGP Refresh			No R01-R14 LRs																																																																																																																		
20	21 Run Intl Phtime R22 FOAPAL Validation Report Nn/Nt: Derr/Dcon/Rextrect ADJ84 (R20-R23) E - Noon	22 Adj Pulls to SW by 11:30 am Nn/Nt: Derr/Dcon/Rextrect A - 5 pm	23 Nn/Nt: Derr/Dcon/Rextrect ADJ85 (R15-R23) Nt: Hr/Rs/Dov/Prf/Lv/Clc/ MTF	24 Adj Pulls to SW by 11:30 am W2 Balancing Nn/Nt: Derr/Dcon/Rextrect Nt: Hr/Rs/Dov/Prf/Lv/Clc	25 Nn: Derr/Dcon/Rextrect/Prf/ Lv/Clc	26 RUN R22 & REPORTS OnBase PROD Outage for Upgrade to OnBase 13																																																																																																																
				No R22 Adjustment or LR Entry																																																																																																																		
27 OnBase PROD Outage for Upgrade to OnBase 13	28 R22 Pulls to SW by 3:30 pm	29 ADJ86 (R20-R23)	30 Adj Pulls to SW by 11:30 am	31 ADJ87 (R20-R23)																																																																																																																		
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3	4 Run Intl Phtime R23 FOAPAL Validation Report Nn/Nt: Derr/Dcon/Rextrct ADJ88 (R21-R24) E - Noon	5 Adj Pulls to SW by 11:30 am Nn/Nt: Derr/Dcon/Rextrct A - 5 pm	6 Nn/Nt: Derr/Dcon/Rextrct ADJ89 (R15-R24) Nt: Hr/Rs/Dov/Prf/Lv/Clc/ MTF	7 Adj Pulls to SW by 11:30 am Nn/Nt: Derr/Dcon/Rextrct Nt: Hr/Rs/Dov/Prf/Lv/Clc No R23 Adjustment or LR Entry	8 Adj Pulls to SW by 11:30 am Month End Processing R22 PAYDAY	9 R23 PP END RUN R23 & REPORTS																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																									
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17	18 Run Intl Phtime R24 FOAPAL Validation Report Nn/Nt: Derr/Dcon/Rextrct ADJ92 (R22-R25) E - Noon	19 Adj Pulls to SW by 11:30 am Nn/Nt: Derr/Dcon/Rextrct A - 5 pm	20 Nn/Nt: Derr/Dcon/Rextrct ADJ93 (R15-R25) Nt: Hr/Rs/Dov/Prf/Lv/Clc/ MTF	21 Adj Pulls to SW by 11:30 am Nn/Nt: Derr/Dcon/Rextrct Nt: Hr/Rs/Dov/Prf/Lv/Clc No R24 Adjustment or LR Entry	22 Nn: Derr/Dcon/Rextrct/Prf/ Lv/Clc	23 RUN R24 & REPORTS																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																									
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15	16 Run Intl Phptime R26 FOAPAL Validation Report Nn/Nt: Derr/Dcon/Rextrct ADJ99 (R23-R26) E - Noon	17 Adj Pulls to SW by 11:30 am Nn/Nt: Derr/Dcon/Rextrct A - 5 pm	18 Nn/Nt: Derr/Dcon/Rextrct ADJ100 (R15-R26) Nt: Hr/Rs/Dov/Prf/Lv/Clc/ MTF	19 No Labor Redistrib Entry until Further Notice Adj Pulls to SW by 11:30 am Nn/Nt: Derr/Dcon/Rextrct Nt: Hr/Rs/Dov/Prf/Lv/Clc No R26 Adjustment or LR Entry	20 No Labor Redistrib Entry until Further Notice Nn: Derr/Dcon/Rextrct/Prf/ Lv/Clc RUN R26 & REPORTS (Begins at 5 pm)	21 ADJ101 (R26 Pay Adjs Only) (Begins at 4 pm) W2 Balancing (2012 prgms)																																																																																																									
22 PROD Outage for HR Updates Regulatory Tax Updates HR Regulatory Release	23 ADJ101 & R26 Pulls to SW by 10 am Month End Processing W2 Balancing (2013 prgms) @ 3pm	24	25 CHRISTMAS HOLIDAY	26 HOLIDAY	27 Run Intl Phptime R01 FOAPAL Validation Report Nn/Nt: Derr/Dcon/Rextrct R26 PAYDAY E - 5 pm HOLIDAY CLOSURE	28 R01 PP END Nn/Nt: Derr/Dcon/ Rextrct																																																																																																									
29	30 Nn/Nt: Derr/Dcon/Rextrct Nt: Hr/Rs/Dov/Prf/Lv/Clc/ MTF A - 5 pm HOLIDAY CLOSURE	31 Nn/Nt: Derr/Dcon/Rextrct Nt: HR/Rs/Dov/Prf/Lv/Clc	<table border="1" style="margin: auto; border-collapse: collapse;"> <tr><td colspan="7" style="text-align: center;">November 13</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></tr> <tr><td></td><td></td><td></td><td></td><td></td><td style="text-align: center;">1</td><td style="text-align: center;">2</td></tr> <tr><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><td style="text-align: center;">7</td><td style="text-align: center;">8</td><td style="text-align: center;">9</td></tr> <tr><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><td style="text-align: center;">14</td><td style="text-align: center;">15</td><td style="text-align: center;">16</td></tr> <tr><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><td style="text-align: center;">21</td><td style="text-align: center;">22</td><td style="text-align: center;">23</td></tr> <tr><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><td style="text-align: center;">28</td><td style="text-align: center;">29</td><td style="text-align: center;">30</td></tr> </table> <table border="1" style="margin: auto; border-collapse: collapse;"> <tr><td colspan="7" style="text-align: center;">January 14</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></tr> <tr><td></td><td></td><td></td><td></td><td></td><td style="text-align: center;">1</td><td style="text-align: center;">2</td></tr> <tr><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><td style="text-align: center;">7</td><td style="text-align: center;">8</td><td style="text-align: center;">9</td></tr> <tr><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><td style="text-align: center;">14</td><td style="text-align: center;">15</td><td style="text-align: center;">16</td></tr> <tr><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><td style="text-align: center;">21</td><td style="text-align: center;">22</td><td style="text-align: center;">23</td></tr> <tr><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><td style="text-align: center;">28</td><td style="text-align: center;">29</td><td style="text-align: center;">30</td></tr> <tr><td style="text-align: center;">31</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </table>				November 13							S	M	T	W	T	F	S						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	January 14							S	M	T	W	T	F	S						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31						
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