

January 2016

HR Processing Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday																
					1 <div style="background-color: #ff6600; color: white; padding: 5px; text-align: center;"> HOLIDAY - UA OFFICES CLOSED </div> No R01 Adj or LR Entry	2 RUN R01 & REPORTS																
					<table border="1" style="font-size: 8px; border-collapse: collapse;"> <tr> <td style="text-align: center;">December</td> <td style="text-align: center;">2015</td> </tr> <tr> <td style="text-align: center;">Su Mo Tu We Th Fr Sa</td> <td style="text-align: center;">1 2 3 4 5</td> </tr> <tr> <td style="text-align: center;">6 7 8 9 10 11 12</td> <td style="text-align: center;">13 14 15 16 17 18 19</td> </tr> <tr> <td style="text-align: center;">20 21 22 23 24 25 26</td> <td style="text-align: center;">27 28 29 30 31</td> </tr> </table> <table border="1" style="font-size: 8px; border-collapse: collapse; margin-left: 20px;"> <tr> <td style="text-align: center;">February</td> <td style="text-align: center;">2016</td> </tr> <tr> <td style="text-align: center;">Su Mo Tu We Th Fr Sa</td> <td style="text-align: center;">1 2 3 4 5 6</td> </tr> <tr> <td style="text-align: center;">7 8 9 10 11 12 13</td> <td style="text-align: center;">14 15 16 17 18 19 20</td> </tr> <tr> <td style="text-align: center;">21 22 23 24 25 26 27</td> <td style="text-align: center;">28 29</td> </tr> </table>		December	2015	Su Mo Tu We Th Fr Sa	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	2016	Su Mo Tu We Th Fr Sa	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
December	2015																					
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LRGP Refresh w/Balancing		Fin Aid Feed - No R26 Adj Entry until 10 am	Adj Pulls to SW by 11:00 am	Adj Pulls to SW by 11:00 am	Adj Pulls to SW by 11:00 am	R02 PP END																
No 2015 R15-R26 Labor Redistribution Entry Until Further Notice		R01 Pulls to SW by 3:30 pm	2015 W2 2 ADJ Run (2015 R01-R26) & (2016 R03) (No LRs) - Use 12/31/15 history/ posting override date	W2 Balancing	2015 W2_3 ADJ Run (2015 runs 12,17,19,20,23,24,26) at 1 PM (No LRs) - Use 12/31/15 hist/post override dates	Fall 2015 Effort Cert Period End																
		2015 W2_1 ADJ Run (2015 R01-R26) (No LRs) - Use 12/31/15 history/ posting override date		W2 Balancing	W2 Balancing																	
		ADJ01 (CY16 R01-R02)		ADJ02 (CY16 R01-R02)	R01 PAYDAY																	
10	11	12	13	14	15	16																
Spring 2016 Effort Cert Period Begin	Emp WTS By - 3 PM	Appr WTS By - 5 PM	Nn/Nt: Derr/Dcon/Rextrct	Adj Pulls to SW by 11:00	Nn: Derr/Dcon/Rextrct/ Prf/Lv/Calc	RUN R02 & REPORTS																
No 2015 R15-R26 Labor Redistribution Entry Until Further Notice	Run Intl Phptime R02	Monthly Data Integrity Reports	Nt: Hr/Rs/Dov/Prf/Lv/Calc/MTF	Nn/Nt: Derr/Dcon/Rextrct	Nt: Hr/Rs/Dov/Prf/Lv/Calc																	
	ADJ03 (R01-R03)		Adj Pulls to SW by 11:00 am	ADJ04 (R01-R03)	No R02 Adjustment or LR Entry																	
		Nn/Nt: Derr/Dcon/Rextrct																				
17	18	19	20	21	22	23																
No 2015 R15-R26 Labor Redistribution Entry Until Further Notice	MARTIN LUTHER KING JR DAY IN CELEBRATION OF ALASKA CIVIL RIGHTS HOLIDAY - UA OFFICES CLOSED	R02 Pulls to SW by Noon	Adj Pulls to SW by 11:00		Fin Aid Feed - No R01-R02 Adj Entry until 10 am	R03 PP END																
			2015 Quarter 4 Processing		Adj Pulls to SW by 11:00 am																	
		ADJ05 (R01-R03)		ADJ06 (R01-R03)	R02 PAYDAY																	
Student Eligibility Report																						
24	25	26	27	28	29	30																
	Emp WTS By-11:59 AM	Appr WTS By - 5 PM	Nn/Nt: Derr/Dcon/Rextrct	Adj Pulls to SW by 11:00	Nn: Derr/Dcon/Rextrct/ Prf/Lv/Calc	RUN R03 & REPORTS																
	Run Intl Phptime R03	Adj Pulls to SW by 11:00	Nt: Hr/Rs/Dov/Prf/Lv/Calc/MTF	Nn/Nt: Derr/Dcon/Rextrct	Nt: Hr/Rs/Dov/Prf/Lv/Calc																	
	Nn/Nt: Derr/Dcon/Rextrct	Nn/Nt: Derr/Dcon/Rextrct																				
	2015 W-2 Forms Mailed & Enabled in UAOnline																					
	ADJ07 (R01-R04)		ADJ08 (R01-R04)	No R03 Adjustment or LR Entry																		
Student Eligibility Report																						
31	Notes:																					

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	1 R03 Pulls to SW by 3:30 pm Month End Processing-JAN	2	3 Adj Pulls to SW by 11:00 am ADJ09_a (2015 LRs R15-R26) 1pm start	4	5 Adj Pulls to SW by 11:00 am R03 PAYDAY	6 R04 PP END																																																																																																									
		ADJ09 (R01-R04)	ADJ10 (R01-R04)																																																																																																												
Student Eligibility Report																																																																																																															
7	8 Emp WTS By-11:59 AM Run Intl Phptime R04 FOAPAL Validation Report Nn/Nt: Derr/Dcon/Rextrct	9 Appr WTS By - 5 PM Adj Pulls to SW by 11:00 am Nn/Nt: Derr/Dcon/Rextrct	10 Nn/Nt: Derr/Dcon/Rextrct Nt: Hr/Rs/Dov/Prf/Lv/Calc/MTF	11 Adj Pulls to SW by 11:00 am Nn/Nt: Derr/Dcon/Rextrct Nt: Hr/Rs/Dov/Prf/Lv/Calc	12 Nn: Derr/Dcon/Rextrct/ Prf/Lv/Calc	13 RUN R04 & REPORTS Annual Leave Roll																																																																																																									
		ADJ11 (R02-R05)	ADJ12 (R01-R05)	No R04 Adjustment or LR Entry																																																																																																											
Student Eligibility Report																																																																																																															
14	15 R04 Pulls to SW by 3:30 pm Monthly Data Integrity Rpts	16	17 Adj Pulls to SW by 11:00 am Regional CY2011 W-2c Info to SW	18 ADJ14_a (2015 LRs R15-R26) 1pm start ADJ14 (CY16 R02-R05) No R15-R26 Adjs OnBase Outage Begins @ 5PM	19 Fin Aid Feed - No R03-R04 Adj/LR Entry until 10 am Adj Pulls to SW by 11:00 am 1042s Processing R04 PAYDAY OnBase Outage for version 15 Upgrade	20 R05 PP END																																																																																																									
		ADJ13 (R02-R05)																																																																																																													
21 OnBase PROD Outage for version 15 Upgrade	22 Emp WTS By-11:59 AM Run Intl Phptime R05 FOAPAL Validation Report Nn/Nt: Derr/Dcon/Rextrct	23 Appr WTS By - 5 PM Adj Pulls to SW by 11:00 am Nn/Nt: Derr/Dcon/Rextrct	24 Nn/Nt: Derr/Dcon/Rextrct Nt: Hr/Rs/Dov/Prf/Lv/Calc/MTF	25 Adj Pulls to SW by 11:00 am Nn/Nt: Derr/Dcon/Rextrct Nt: Hr/Rs/Dov/Prf/Lv/Calc	26 Nn: Derr/Dcon/Rextrct/ Prf/Lv/Calc	27 RUN R05 & REPORTS																																																																																																									
		ADJ15 (R03-R06)	ADJ16 (R01-R06)	No R05 Adjustment or LR Entry																																																																																																											
28 PROD Outage for Upgrades: Student 8.9/8.9.1, FinAid 8.25, Gen 8.8.3 6AM-5PM	29 R05 Pulls to SW by 3:30 pm Month End Processing-FEB	Notes: <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <table border="1" style="font-size: 8px; border-collapse: collapse;"> <thead> <tr><th colspan="7">January 2016</th></tr> <tr><th>Su</th><th>Mo</th><th>Tu</th><th>We</th><th>Th</th><th>Fr</th><th>Sa</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td></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> <table border="1" style="font-size: 8px; border-collapse: collapse;"> <thead> <tr><th colspan="7">March 2016</th></tr> <tr><th>Su</th><th>Mo</th><th>Tu</th><th>We</th><th>Th</th><th>Fr</th><th>Sa</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> </div>					January 2016							Su	Mo	Tu	We	Th	Fr	Sa					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 2016							Su	Mo	Tu	We	Th	Fr	Sa			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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	ADJ19 (R04-R07)		ADJ20 (R01-R07)	No R06 Adjustment or LR Entry																																																																																						
13 PROD Outage for Financial Aid tables maintenance 8AM-2PM	14 R06 Pulls to SW by 3:30 pm Monthly Data Integrity Rpts	15 Adj Pulls to SW by 11:00 am	16 ADJ22_a (2015 LRs R15-R26) - 1pm start	17 Fin Aid Feed - No R05-R06 Adj/LR Entry until 10 am Adj Pulls to SW by 11:00 am	18 PROD Outage - Apply MEP (FinAid) to Banner	19 R07 PP END																																																																																				
	ADJ21 (R04-R07)		ADJ22 (CY16 R04-R07) No R15-R26 Adjs		SPRING RECESS HOLIDAY - UA OFFICES CLOSED R06 PAYDAY																																																																																					
20 PROD Outage - Apply MEP (FinAid) to Banner	21 Emp WTS By-11:59 AM Run Intl Phptime R07 FOAPAL Validation Report Nn/Nt: Derr/Dcon/Rextrct	22 Appr WTS By - 5 PM Adj Pulls to SW by 11:00 am Nn/Nt: Derr/Dcon/Rextrct	23 Nn/Nt: Derr/Dcon/Rextrct Nt: Hr/Rs/Dov/Prf/Lv/Calc/MTF	24 Adj Pulls to SW by 11:00 am Nn/Nt: Derr/Dcon/Rextrct Nt: Hr/Rs/Dov/Prf/Lv/Calc W2 Balancing	25 Nn: Derr/Dcon/Rextrct/ Prf/Lv/Calc 2015 1095-C Forms Enabled in UAOnline	26 RUN R07 & REPORTS																																																																																				
	ADJ23 (R05-R08)		ADJ24 (R01-R08)	No R07 Adjustment or LR Entry																																																																																						
27	28 R07 Pulls to SW by 3:30 pm	29	30 Adj Pulls to SW by 11:00 am 2015 1095-C Forms Mailed	31	Notes:																																																																																					
		ADJ25 (R05-R08)		ADJ26 (R05-R08)																																																																																						

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<div style="border: 1px solid black; padding: 5px;"> 10 </div>	<div style="border: 1px solid black; padding: 5px;"> 11 R08 Pulls to SW by 3:30 pm Monthly Data Integrity Rpts </div>	<div style="border: 1px solid black; padding: 5px;"> 12 </div>	<div style="border: 1px solid black; padding: 5px;"> 13 Adj Pulls to SW by 11:00 am </div>	<div style="border: 1px solid black; padding: 5px;"> 14 </div>	<div style="border: 1px solid black; padding: 5px;"> 15 Fin Aid Feed - No R07-R08 Adj/LR Entry until 10 am Adj Pulls to SW by 11:00 am Open Enrollment Begins R08 PAYDAY </div>	<div style="border: 1px solid black; padding: 5px;"> 16 R09 PP END </div>																																																																																										
			ADJ29 (R06-R09)	ADJ30 (CY16 R06-R09)																																																																																												
<div style="border: 1px solid black; padding: 5px;"> 17 </div>	<div style="border: 1px solid black; padding: 5px;"> 18 Emp WTS By-11:59 AM Run Intl Phptime R09 FOAPAL Validation Report Nn/Nt: Derr/Dcon/Rextrct ADJ31 (R07-R10) </div>	<div style="border: 1px solid black; padding: 5px;"> 19 Appr WTS By - 5 PM Adj Pulls to SW by 11:00 am Nn/Nt: Derr/Dcon/Rextrct Spring 2016 HR Data Extract (IR) </div>	<div style="border: 1px solid black; padding: 5px;"> 20 Nn/Nt: Derr/Dcon/Rextrct Nt: Hr/Rs/Dov/Prf/Lv/Calc/MTF </div>	<div style="border: 1px solid black; padding: 5px;"> 21 Adj Pulls to SW by 11:00 am Nn/Nt: Derr/Dcon/Rextrct Nt: Hr/Rs/Dov/Prf/Lv/Calc </div>	<div style="border: 1px solid black; padding: 5px;"> 22 Nn: Derr/Dcon/Rextrct/ Prf/Lv/Calc </div>	<div style="border: 1px solid black; padding: 5px;"> 23 RUN R09 & REPORTS </div>																																																																																										
			ADJ32 (R01-R10)	No R09 Adjustment or LR Entry																																																																																												
<div style="border: 1px solid black; padding: 5px;"> 24 </div>	<div style="border: 1px solid black; padding: 5px;"> 25 R09 Pulls to SW by 3:30 pm </div>	<div style="border: 1px solid black; padding: 5px;"> 26 </div>	<div style="border: 1px solid black; padding: 5px;"> 27 Adj Pulls to SW by 11:00 am </div>	<div style="border: 1px solid black; padding: 5px;"> 28 ADJ34_a (2015 LRs R15-R26) 1pm start ADJ34 (R07-R10) No R15-R26 Adjs </div>	<div style="border: 1px solid black; padding: 5px;"> 29 Adj Pulls to SW by 11:00 am Month End Processing-APR R09 PAYDAY </div>	<div style="border: 1px solid black; padding: 5px;"> 30 R10 PP END </div>																																																																																										
			ADJ33 (R07-R10)																																																																																													

May 2016

HR Processing Calendar

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PROD Outage for Upgrades: FA SS 8.25 & FA 8.26 4PM-11PM	Emp WTS By - 11:59 AM Run Intl Phptime R10 FOAPAL Validation Report Nn/Nt: Derr/Dcon/Rextrct ADJ35 (R08-R11)	Appr WTS By - 5 PM Adj Pulls to SW by 11:00 am Nn/Nt: Derr/Dcon/Rextrct	Nn/Nt: Derr/Dcon/Rextrct Nt: Hr/Rs/Dov/Prf/Lv/Calc/MTF ADJ36 (R01-R11)	Adj Pulls to SW by 11:00 am Nn/Nt: Derr/Dcon/Rextrct Nt: Hr/Rs/Dov/Prf/Lv/Calc No R10 Adjustment or LR Entry	Nn: Derr/Dcon/Rextrct/ Prf/Lv/Calc FY17 Salary Sched Roll	RUN R10 & REPORTS																																																																																																		
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	R10 Pulls to SW by 3:30 pm Monthly Data Integrity Rpts ADJ37 (R08-R11)		Adj Pulls to SW by 11:00 am		Fin Aid Feed - No R09-R10 Adj/LR Entry until 10 am Adj Pulls to SW by 11:00 am R10 PAYDAY	R11 PP END Spring 2016 Effort Cert Period End																																																																																																		
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FAST (Fire Alarm Systems Test) - Multiple System Outages Possible Summer 2016 Effort Cert Period Begin	Emp WTS By-11:59 AM Run Intl Phptime R11 Nn/Nt: Derr/Dcon/Rextrct Open Enrollment Ends ADJ39 (R09-R12)	Appr WTS By - 5 PM Adj Pulls to SW by 11:00 am Nn/Nt: Derr/Dcon/Rextrct	Nn/Nt: Derr/Dcon/Rextrct Nt: Hr/Rs/Dov/Prf/Lv/Calc/MTF ADJ40 (R01-R12)	Adj Pulls to SW by 11:00 am Nn/Nt: Derr/Dcon/Rextrct Nt: Hr/Rs/Dov/Prf/Lv/Calc Regional CY2011-2013 W-2c Info to SW No R11 Adjustment or LR Entry	Nn: Derr/Dcon/Rextrct/ Prf/Lv/Calc	RUN R11 & REPORTS																																																																																																		
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	Month End HC Processing (for June eligibility file)	R11 Pulls to SW by Noon Begin OE Entry (HC, HSA, FSA, AD&D, Supp Life) ADJ41 (R09-R12)	Adj Pulls to SW by 11:00 am	ADJ42_a (2015 LRs R15-R26) - 1pm start ADJ42 (CY16 R09-R12) No R15-R26 Adjs	Emp WTS By - 5 PM Run Intl Phptime R12 Adj Pulls to SW by 11:00 am Nn/Nt: Derr/Dcon/Rextrct FOAPAL Validation Report Month End Processing (Non-Health Care) - JUN R11 PAYDAY	R12 PP END																																																																																																		
29	30	31	Notes:																																																																																																					
	MEMORIAL DAY HOLIDAY - UA OFFICES CLOSED	Appr WTS By - 5 PM Adj Pulls to SW by 11:00 am Nn/Nt: Derr/Dcon/Rextrct	<table style="display: inline-table; margin-right: 20px;"> <tr><th colspan="7">April 2016</th></tr> <tr><td>Su</td><td>Mo</td><td>Tu</td><td>We</td><td>Th</td><td>Fr</td><td>Sa</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> </table> <table style="display: inline-table;"> <tr><th colspan="7">June 2016</th></tr> <tr><td>Su</td><td>Mo</td><td>Tu</td><td>We</td><td>Th</td><td>Fr</td><td>Sa</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> </table>				April 2016							Su	Mo	Tu	We	Th	Fr	Sa						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	June 2016							Su	Mo	Tu	We	Th	Fr	Sa						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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June 2016

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			1 Nn/Nt: Derr/Dcon/Rextrct Nt: Hr/Rs/Dov/Prf/Lv/Calc/MTF ADJ43 (R01-R13)	2 Adj Pulls to SW by 11:00 am Nn/Nt: Derr/Dcon/Rextrct Nt: Hr/Rs/Dov/Prf/Lv/Calc No R12 Adjustment or LR Entry	3 Nn: Derr/Dcon/Rextrct/ Prf/Lv/Calc	4 RUN R12 & REPORTS																																																																																																											
5	6 LRGP Outage for Refresh R12 Pulls to SW by 3:30 pm	7 ADJ44 (R10-R13)	8 Adj Pulls to SW by 11:00 am Begin FY17 WRB Dedn Entry	9 ADJ45 (R10-R13)	10 Fin Aid Feed - No R11-R12 Adj/LR Entry until 10 am Adj Pulls to SW by 11:00 am OE Entry Deadline FY17 Salary Sched Roll FY17 Prelim Staff Step Rpt R12 PAYDAY	11 R13 PP END																																																																																																											
12 FY17 Deduction Start Run Intl Phptime R13 No Entry of 6/12-7/09 Begin Effective Dates for Contg Student Job Assn EPAFs (submit paper job form)	13 Emp WTS By-11:59 AM FOAPAL Validation Report Nn/Nt: Derr/Dcon/Rextrct Monthly Data Integrity Rpts Validation Reports - OE Data Entry ADJ46 (R10-R13)	14 Appr WTS By - 5 PM Adj Pulls to SW by 11:00 am Nn/Nt: Derr/Dcon/Rextrct	15 Nn/Nt: Derr/Dcon/Rextrct Nt: Hr/Rs/Dov/Prf/Lv/Calc/MTF	16 Adj Pulls to SW by 11:00 am Nn/Nt:Derr/Dcon/Rextrct Nt: Hr/Rs/Dov/Prf/Lv/Calc FY17 Staff Step Increase Job Record Process	17 FY17 WRB Entry Deadline Nn: Dr/Dcn/Rxt/Prf/Lv/Clc FY17 Preliminary Job Roll Reports Available	18 RUN R13 & REPORTS																																																																																																											
19 No Entry of 6/12-7/09 Begin Effective Dates for Contg Student Job Assn EPAFs (submit paper job form)	20 Prior FY Voided Checks to SW R13 Pulls to SW by 3:30 pm FY17 OE Health Care File Processing	21 L6070 Prelim Leave Bank Report ADJ48 (R11-R14)	22 Adj Pulls to SW by 11:00 am	23 ADJ49 (2015 LRs R15-26) - 1pm start Final LR Run for 2015 ADJ50 (CY16 R11-R14) No R15-R26 ADJs	24 Adj Pulls to SW by 11:00 am FY17 Job Roll Process - No NBAJOBS Entry R13 PAYDAY	25 R14 PP END Last Day for FY16 Personal Holiday Leave Use (NR)																																																																																																											
26 FY17 Retirement Rates Begin No Entry of Contg Student Job Assn EPAFs from 6/12-7/09 No Personal Holiday Use During R15 (NR)	27 Emp WTS By-11:59 AM Run Intl Phptime R14 Nn/Nt: Derr/Dcon/Rextrct ADJ51 (R09-R14)	28 Appr WTS By - 5 PM Adj Pulls to SW by 11:00 am Nn/Nt: Derr/Dcon/Rextrct	29 W2 Balancing Nn/Nt: Derr/Dcon/Rextrct Nt: Hr/Rs/Dov/Prf/Lv/Calc/MTF Final FY16 R01-R10 LR Run ADJ52 (R01-R14)	30 Month End Processing-JUN Quarter 2 Processing UAOnline Outage @ 3pm Nn/Nt:Derr/Dcon/Rextrct Nt: Hr/Rs/Dov/Prf/Lv/Calc Pay Adjs: NO R14 Entry LRs: NO R01-R10, R14 Entry	Notes: <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center; width: 50%;"> <table border="1" style="font-size: 8px;"> <thead> <tr><th colspan="7">May 2016</th></tr> <tr><th>Su</th><th>Mo</th><th>Tu</th><th>We</th><th>Th</th><th>Fr</th><th>Sa</th></tr> </thead> <tbody> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td><td></td></tr> </tbody> </table> </td> <td style="text-align: center; width: 50%;"> <table border="1" style="font-size: 8px;"> <thead> <tr><th colspan="7">July 2016</th></tr> <tr><th>Su</th><th>Mo</th><th>Tu</th><th>We</th><th>Th</th><th>Fr</th><th>Sa</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> </td> </tr> </table> <p style="text-align: center; margin-top: 5px;">No Entry of FY17 FTO Hours via WTE July 1-9 (A9/F9)</p>		<table border="1" style="font-size: 8px;"> <thead> <tr><th colspan="7">May 2016</th></tr> <tr><th>Su</th><th>Mo</th><th>Tu</th><th>We</th><th>Th</th><th>Fr</th><th>Sa</th></tr> </thead> <tbody> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	May 2016							Su	Mo	Tu	We	Th	Fr	Sa	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					<table border="1" style="font-size: 8px;"> <thead> <tr><th colspan="7">July 2016</th></tr> <tr><th>Su</th><th>Mo</th><th>Tu</th><th>We</th><th>Th</th><th>Fr</th><th>Sa</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>	July 2016							Su	Mo	Tu	We	Th	Fr	Sa							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

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<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> June 2016 <table style="font-size: small; border-collapse: collapse;"> <tr><td>Su</td><td>Mo</td><td>Tu</td><td>We</td><td>Th</td><td>Fr</td><td>Sa</td></tr> <tr><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td></td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td></td><td></td></tr> </table> </div> <div style="border: 1px solid black; padding: 5px;"> August 2016 <table style="font-size: small; border-collapse: collapse;"> <tr><td>Su</td><td>Mo</td><td>Tu</td><td>We</td><td>Th</td><td>Fr</td><td>Sa</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>29</td><td>30</td><td>31</td><td></td><td></td><td></td></tr> </table> </div>	Su	Mo	Tu	We	Th	Fr	Sa			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			Su	Mo	Tu	We	Th	Fr	Sa		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				<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> 1 Nn: Derr/Dcn/Rxtrct/Prf/Lv/Clc FY17 Wrking Bdgt Load FY17 Bdgt Roll to Zero FY17 Fut Job Chg Rpts </div> <div style="border: 1px solid black; padding: 5px; background-color: #f2f2f2;"> No POSN / PBUD Entry No Entry of FY17 FTO Hours via WTE July 1-9 (A9/F9) Pay Adjs: NO R14 Entry LRs: NO R01-R10, R14 Entry </div>	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> 2 RUN R14 & REPORTS FY16 SB Rates </div>	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> 3 No Entry of Contg Student Job Assn EPAFs from 6/12-7/09 R14 Pulls to SW by 3:30 pm </div>	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> 4 INDEPENDENCE DAY HOLIDAY - UA OFFICES CLOSED </div>	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> 5 HOLIDAY - UA OFFICES CLOSED </div>	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> 6 FY17 Budget Activation L6070 Lv Bank Update Report & JV Prep ADJ53 FINAL FY16 LR & Pay Adjs (R11-R14) @ FY16 SB Rates - Use 6/30/16 post date </div>	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> 7 Fin Aid Feed - No R13-R14 Adj Entry until 10 am Adj Pulls to SW by 11:00 am FY17 SB Rate Updates </div>	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> 8 Adj Pulls to SW by 11:00 am R14 PAYDAY </div>	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> 9 R15 PP END </div>
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<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> 10 Run Intl Phptime R15 FY17 Job Effic Date (Salary Sched Begin Date) First Day for FY17 Personal Holiday Leave Use (NR only) </div>	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> 11 Emp WTS By-11:59 AM FOAPAL Validation Report Nn/Nt: Derr/Dcon/Rxtrct Monthly Data Integrity Rpts ADJ55 (FY17 R15-R16) </div>	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> 12 Appr WTS By - 5 PM Adj Pulls to SW by 11:00 am Nn/Nt: Derr/Dcon/Rxtrct FY17 Personal Holiday Leave Accrual (NR) </div>	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> 13 Nn/Nt: Derr/Dcon/Rxtrct Nt: Hr/Rs/Dov/Prf/Lv/Calc/MTF ADJ56 (FY17 R15-R16) </div>	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> 14 Adj Pulls to SW by 11:00 am Nn/Nt: Derr/Dcon/Rxtrct Nt: Hr/Rs/Dov/Prf/Lv/Calc No R15 Adjustment or LR Entry </div>	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> 15 Nn: Derr/Dcon/Rxtrct/Prf/Lv/Calc FY17 Fut Job Rec Updts No NBAJOBS Entry </div>	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> 16 RUN R15 & REPORTS FY17 SB Rates FY16 Finance Close </div>																																																																																							
<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> 17 </div>	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> 18 R15 Pulls to SW by 3:30 pm </div>	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> 19 FY17 FTO Leave Accrual (A9/F9/FN) ADJ57 (FY17 R15-R16) </div>	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> 20 Adj Pulls to SW by 11:00 am </div>	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> 21 ADJ58 (FY17 R15-R16 & 2016 R01-R14 Payroll Adjs Only) No R01-R14 LRs </div>	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> 22 Adj Pulls to SW by 11:00 am R15 PAYDAY </div>	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> 23 R16 PP END </div>																																																																																							
<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> 24 </div>	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> 25 Emp WTS By-11:59 AM Run Intl Phptime R16 FOAPAL Validation Report Nn/Nt: Derr/Dcon/Rxtrct ADJ59 (R15-R17) </div>	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> 26 Appr WTS By - 5 PM Adj Pulls to SW by 11:00 am Nn/Nt: Derr/Dcon/Rxtrct </div>	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> 27 Nn/Nt: Derr/Dcon/Rxtrct Nt: Hr/Rs/Dov/Prf/Lv/Calc/MTF ADJ60 (R15-R17) </div>	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> 28 Adj Pulls to SW by 11:00 am Nn/Nt: Derr/Dcon/Rxtrct Nt: Hr/Rs/Dov/Prf/Lv/Calc Month End Processing-JUL No R16 Adjustment or LR Entry </div>	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> 29 Nn: Derr/Dcon/Rxtrct/Prf/Lv/Calc </div>	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> 30 RUN R16 & REPORTS </div>																																																																																							
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August 2016

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	1 R16 Pulls to SW by 3:30 pm	2 ADJ61 (R15-R17)	3 Adj Pulls to SW by 11:00 am	4 ADJ62 (R15-R17)	5 Fin Aid Feed - No R15-R16 Adj/LR Entry until 10 am Adj Pulls to SW by 11:00 am R16 PAYDAY	6 R17 PP END																																																																																																																
7	8 Emp WTS By-11:59 AM Run Intl Phptime R17 FOAPAL Validation Report Nn/Nt: Derr/Dcon/Rextrct ADJ63 (R15-R18)	9 Appr WTS By - 5 PM Adj Pulls to SW by 11:00 am Nn/Nt: Derr/Dcon/Rextrct	10 Nn/Nt: Derr/Dcon/Rextrct Nt: Hr/Rs/Dov/Prf/Lv/Calc/MTF ADJ64 (R15-R18)	11 Adj Pulls to SW by 11:00 am Nn/Nt: Derr/Dcon/Rextrct Nt: Hr/Rs/Dov/Prf/Lv/Calc No R17 Adjustment or LR Entry	12 Nn: Derr/Dcon/Rextrct/ Prf/Lv/Calc	13 RUN R17 & REPORTS																																																																																																																
14	15 R17 Pulls to SW by 3:30 pm Monthly Data Integrity Rpts ADJ65 (R15-R18)	16 ADJ65 (R15-R18)	17 Adj Pulls to SW by 11:00 am	18 ADJ66 (CY16 R01-R14 Adjs & CY16 R15-R18) No R01-R14 LRs	19 Adj Pulls to SW by 11:00 am R17 PAYDAY	20 R18 PP END Summer 2016 Effort Cert Period End																																																																																																																
21 Fall 2016 Effort Cert Period Begin	22 Emp WTS By-11:59 AM Run Intl Phptime R18 Nn/Nt: Derr/Dcon/Rextrct ADJ67 (R16-R19)	23 Appr WTS By - 5 PM Adj Pulls to SW by 11:00 am Nn/Nt: Derr/Dcon/Rextrct	24 Nn/Nt: Derr/Dcon/Rextrct Nt: Hr/Rs/Dov/Prf/Lv/Calc/MTF ADJ68 (R15-R19)	25 Adj Pulls to SW by 11:00 am Nn/Nt: Derr/Dcon/Rextrct Nt: Hr/Rs/Dov/Prf/Lv/Calc No R18 Adjustment or LR Entry	26 Nn: Derr/Dcon/Rextrct/ Prf/Lv/Calc	27 RUN R18 & REPORTS																																																																																																																
28	29 R18 Pulls to SW by 3:30 pm	30 ADJ69 (R16-R19)	31 Adj Pulls to SW by 11:00 am Month End Processing-AUG Student Eligibility Report	Notes: <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <table border="1" style="font-size: 8px; border-collapse: collapse;"> <thead> <tr><th colspan="7">July 2016</th></tr> <tr><th>Su</th><th>Mo</th><th>Tu</th><th>We</th><th>Th</th><th>Fr</th><th>Sa</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> <tr><td>31</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">September 2016</th></tr> <tr><th>Su</th><th>Mo</th><th>Tu</th><th>We</th><th>Th</th><th>Fr</th><th>Sa</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> <tr><td>31</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table> </div>			July 2016							Su	Mo	Tu	We	Th	Fr	Sa						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 2016							Su	Mo	Tu	We	Th	Fr	Sa						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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11 PROD Outage for Upgrades: HR 8.13, Gen 8.8.4, 8.8.5, 8.8.6, Common DB 9.4.0.1 6AM-5PM (Tentative) LRGP Outage for Refresh	12 R19 Pulls to SW by 3:30 pm Monthly Data Integrity Rpts	13 LRGP Outage for Upgrades ADJ72 (R17-R20) Student Eligibility Report	14 Adj Pulls to SW by 11:00 am	15 ADJ73 (CY16 R01-R14 Adjs & CY16 R17-R20) No R01-R14 LRs	16 Adj Pulls to SW by 11:00 am Regional CY2012-2015 W-2c Info to SW R19 PAYDAY	17 R20 PP END																																																																																											
18	19 Emp WTS By-11:59 AM Run Intl Phptime R20 FOAPAL Validation Report Nn/Nt: Derr/Dcon/Rextrct ADJ74 (R18-R21)	20 Appr WTS By - 5 PM Adj Pulls to SW by 11:00 am Nn/Nt: Derr/Dcon/Rextrct	21 Nn/Nt: Derr/Dcon/Rextrct Nt: Hr/Rs/Dov/Prf/Lv/Calc/MTF ADJ75 (R15-R21)	22 Adj Pulls to SW by 11:00 am Nn/Nt: Derr/Dcon/Rextrct Nt: Hr/Rs/Dov/Prf/Lv/Calc No R20 Adjustment or LR Entry	23 Nn: Derr/Dcon/Rextrct/ Prf/Lv/Calc Prelim L6070 Step Increase Report	24 RUN R20 & REPORTS																																																																																											
25	26 R20 Pulls to SW by 3:30 pm	27 ADJ76 (R18-R21)	28 Adj Pulls to SW by 11:00 am	29 ADJ77 (R18-R21)	30 Adj Pulls to SW by 11:00 am Month End Processing-SEP Quarter 3 Processing L6070 Step Increase Process W2 Balancing R20 PAYDAY	Notes:																																																																																											

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2	3 Emp WTS By-11:59 AM Run Intl Phptime R21 FOAPAL Validation Report Nn/Nt: Derr/Dcon/Rextrct ADJ78 (R19-R22)	4 Appr WTS By - 5 PM Adj Pulls to SW by 11:00 am Nn/Nt: Derr/Dcon/Rextrct UAFT Leave Bank Update (Not Required for FY17)	5 Nn/Nt: Derr/Dcon/Rextrct Nt: Hr/Rs/Dov/Prf/Lv/Calc/MTF ADJ79 (R15-R22)	6 Adj Pulls to SW by 11:00 am Nn/Nt: Derr/Dcon/Rextrct Nt: Hr/Rs/Dov/Prf/Lv/Calc No R21 Adjustment or LR Entry	7 Nn: Derr/Dcon/Rextrct/ Prf/Lv/Calc	8 RUN R21 & REPORTS																																																																																													
	9	10 R21 Pulls to SW by 3:30 pm Monthly Data Integrity Rpts	11	12 Adj Pulls to SW by 11:00 am	13 ADJ81 (CY16 R01-R14 Adjs & CY16 R19-R22) No R01-R14 LRs	14 Fin Aid Feed - No R19-R21 Adj/LR Entry until 10 am Adj Pulls to SW by 11:00 am R21 PAYDAY	15 R22 PP END																																																																																												
16	17 Emp WTS By-11:59 AM Run Intl Phptime R22 FOAPAL Validation Report Nn/Nt: Derr/Dcon/Rextrct ADJ82 (R20-R23)	18 Appr WTS By - 5 PM Adj Pulls to SW by 11:00 am Nn/Nt: Derr/Dcon/Rextrct	19 Nn/Nt: Derr/Dcon/Rextrct Nt: Hr/Rs/Dov/Prf/Lv/Calc/MTF ADJ83 (R15-R23)	20 Adj Pulls to SW by 11:00 am Nn/Nt: Derr/Dcon/Rextrct Nt: Hr/Rs/Dov/Prf/Lv/Calc No R22 Adjustment or LR Entry	21 Nn: Derr/Dcon/Rextrct/ Prf/Lv/Calc	22 RUN R22 & REPORTS																																																																																													
	23 PROD Outage for Banner Upgrades	24 R22 Pulls to SW by 3:30 pm	25	26 Adj Pulls to SW by 11:00 am	27	28 Adj Pulls to SW by 11:00 am Month End Processing-OCT W2 Balancing R22 PAYDAY	29 R23 PP END																																																																																												
30	31 Emp WTS By-11:59 AM Run Intl Phptime R23 FOAPAL Validation Report Nn/Nt: Derr/Dcon/Rextrct ADJ86 (R21-R24)	Notes: <table style="margin: 10px auto; border-collapse: collapse;"> <tr> <td style="text-align: center; padding: 5px;"> September 2016 <table border="1" style="font-size: 8px; border-collapse: collapse; width: 100%;"> <tr><th>Su</th><th>Mo</th><th>Tu</th><th>We</th><th>Th</th><th>Fr</th><th>Sa</th></tr> <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> </table> </td> <td style="text-align: center; padding: 5px;"> November 2016 <table border="1" style="font-size: 8px; border-collapse: collapse; width: 100%;"> <tr><th>Su</th><th>Mo</th><th>Tu</th><th>We</th><th>Th</th><th>Fr</th><th>Sa</th></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td></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></td><td></td><td></td></tr> </table> </td> </tr> </table>					September 2016 <table border="1" style="font-size: 8px; border-collapse: collapse; width: 100%;"> <tr><th>Su</th><th>Mo</th><th>Tu</th><th>We</th><th>Th</th><th>Fr</th><th>Sa</th></tr> <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> </table>	Su	Mo	Tu	We	Th	Fr	Sa					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30		November 2016 <table border="1" style="font-size: 8px; border-collapse: collapse; width: 100%;"> <tr><th>Su</th><th>Mo</th><th>Tu</th><th>We</th><th>Th</th><th>Fr</th><th>Sa</th></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td></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></td><td></td><td></td></tr> </table>	Su	Mo	Tu	We	Th	Fr	Sa									1	2	3	4	5		6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30			
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November 2016

HR Processing Calendar

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		ADJ87 (R15-R24)	No R23 Adjustment or LR Entry																																																																																																																			
6	7 R23 Pulls to SW by 3:30 pm Monthly Data Integrity Rpts	8	9 Adj Pulls to SW by 11:00 am	10 R23 PAYDAY ADJ89 (CY16 R01-R14 Adjs & CY16 R21-R24) No R01-R14 LRs	11 Fin Aid Feed - No R22-R23 Adj/LR Entry until 10 am Adj Pulls to SW by 11:00 am Veterans Day (Banks Closed)	12 R24 PP END																																																																																																																
		ADJ88 (R21-R24)																																																																																																																				
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	ADJ90 (R22-R25)		ADJ91 (R15-R25)	No R24 Adjustment or LR Entry																																																																																																																		
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		ADJ92 (R22-R25)																																																																																																																				
27	28 Emp WTS By-11:59 AM Run Intl Phptime R25 FOAPAL Validation Report Nn/Nt: Derr/Dcon/Rextrct	29 Appr WTS By - 5 PM Adj Pulls to SW by 11:00 am Nn/Nt: Derr/Dcon/Rextrct	30 Nn/Nt: Derr/Dcon/Rextrct Nt: Hr/Rs/Dov/Prf/Lv/Calc/MTF	Notes: <div style="display: flex; justify-content: space-around; align-items: flex-start;"> <table border="1" style="font-size: small; border-collapse: collapse;"> <thead> <tr><th colspan="7">October 2016</th></tr> <tr><th>Su</th><th>Mo</th><th>Tu</th><th>We</th><th>Th</th><th>Fr</th><th>Sa</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td></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> </tbody> </table> <table border="1" style="font-size: small; border-collapse: collapse;"> <thead> <tr><th colspan="7">December 2016</th></tr> <tr><th>Su</th><th>Mo</th><th>Tu</th><th>We</th><th>Th</th><th>Fr</th><th>Sa</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> <tr><td>31</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table> </div>			October 2016							Su	Mo	Tu	We	Th	Fr	Sa						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						December 2016							Su	Mo	Tu	We	Th	Fr	Sa						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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December 2016

HR Processing Calendar

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4	5 R25 Pulls to SW by 3:30 pm Monthly Data Integrity Rpts	6 ADJ95 (R23-R26)	7 Adj Pulls to SW by 11:00 am	8 ADJ96 (CY16 R01-R14 Adjs & CY16 R23-26) No R01-R14 LRs	9 Fin Aid Feed - No R24-R25 Adj/LR Entry until 10 am Adj Pulls to SW by 11:00 am R25 PAYDAY	10 R26 PP END																																																																																				
11	12 Emp WTS By-11:59 AM Run Intl Phptime R26 FOAPAL Validation Report Nn/Nt: Derr/Dcon/Rextrct ADJ97 (R23-R26)	13 Appr WTS By - 5 PM Adj Pulls to SW by 11:00 am Nn/Nt: Derr/Dcon/Rextrct	14 Nn/Nt: Derr/Dcon/Rextrct Nt: Hr/Rs/Dov/Prf/Lv/Calc/MTF ADJ98 (R15-R26)	15 Adj Pulls to SW by 11:00 am Nn/Nt: Derr/Dcon/Rextrct Nt: Hr/Rs/Dov/Prf/Lv/Calc No Labor Redistribution Entry until Further Notice No R26 Adjustment or LR Entry	16 Nn: Derr/Dcon/Rextrct/ Prf/Lv/Calc	17 RUN R26 & REPORTS W2 Balancing (2015 prgms)																																																																																				
18 PROD Outage: HR Regulatory Release (Tentative) W2 Balancing (2016 prgms) No Labor Redistribution Entry until Further Notice	19 R26 Pulls to SW by 10 am ADJ99 (R26 Pay Adjs Only - NO LRs)	20 Adj Pulls to SW by 11:00 am Month End Processing-DEC	21 Regulatory Tax Updates in Banner	22 Emp WTS By - 5 PM Run Intl Phptime R01 FOAPAL Validation Report Nn/Nt: Derr/Dcon/Rextrct	23 Appr WTS By - 5 PM Nn/Nt: Derr/Dcon/Rextrct R26 PAYDAY	24 R01 PP END Nn/Nt: Derr/Dcon/Rextrct																																																																																				
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