

January, 2009

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1 (Day 12) <i>New Year's Day Holiday</i>	2 (Day 13) <i>Presidential Election Day Observed (earned 11/4/08)</i>	3 (Day 14) PP14 ENDS
4 (Day 1) PP15 STARTS	5 (Day 2) Begin creating, changing and/or approving PHR appointments, Pay & Time Entry adjustments for current pay period	6 (Day 3) NRA paperwork due to Payroll	7 (Day 4) Begin viewing Pay Calculation display (TOTAL Payroll) for current pay period (Available Days 4-9)	8 (Day 5)	9 (Day 6) PAYCHECK ISSUED FOR PP14	10 (Day 7) Time sheet approval for all employees for PP14
11 (Day 8)	12 (Day 9) Last day to create, change and/or approve PHR appointments, Pay & Time Entry adjustments for current pay period <i>SRA & Other Deduction Documents due to Payroll</i>	13 (Day 10) Unit approves TOTAL Payroll (Pay Calculation display) between 7 AM & midnight	14 (Day 11) Unit approves TOTAL Payroll (Pay Calculation display) between 7 AM & noon <i>SRA & Other Deduction Documents due to CPB</i>	15 (Day 12)	16 (Day 13)	17 (Day 14) PP15 ENDS
18 (Day 1) PP16 STARTS	19 (Day 2) <i>MARTIN LUTHER KING DAY HOLIDAY</i> Begin creating, changing and/or approving PHR appointments, Pay & Time Entry adjustments for current pay period	20 (Day 3) NRA paperwork due to Payroll	21 (Day 4) Begin viewing Pay Calculation display (TOTAL Payroll) for current pay period (Available Days 4-10)	22 (Day 5)	23 (Day 6) PAYCHECK ISSUED FOR PP15	24 (Day 7) Time sheet approval for all employees for PP15
25 (Day 8)	26 (Day 9)	27 (Day 10) Last day to create, change and/or approve PHR appointments, Pay & Time Entry adjustments for current pay period <i>SRA & Other Deduction Documents due to Payroll</i>	28 (Day 11) Unit approves TOTAL Payroll (Pay Calculation display) between 7 AM & midnight <i>SRA & Other Deduction Documents due to CPB</i>	29 (Day 12) Unit approves TOTAL Payroll (Pay Calculation display) between 7 AM & noon	30 (Day 13)	31 (Day 14) PP16 ENDS

January, 2009

February, 2009

<i>SUNDAY</i>	<i>MONDAY</i>	<i>TUESDAY</i>	<i>WEDNESDAY</i>	<i>THURSDAY</i>	<i>FRIDAY</i>	<i>SATURDAY</i>
1 (Day 1) PP17 STARTS	2 (Day 2) Begin creating, changing and/or approving PHR appointments, Pay & Time Entry adjustments for current pay period	3 (Day 3) NRA paperwork due to Payroll	4 (Day 4) Begin viewing Pay Calculation display (TOTAL Payroll) for current pay period (Available Days 4-9)	5 (Day 5)	6 (Day 6) PAYCHECK ISSUED FOR PP16	7 (Day 7) Time sheet approval for all employees for PP16
8 (Day 8)	9 (Day 9) Last day to create, change and/or approve PHR appointments, Pay & Time Entry adjustments for current pay period <i>SRA & Other Deduction Documents due to Payroll</i>	10 (Day 10) Unit approves TOTAL Payroll (Pay Calculation display) between 7 AM & midnight	11 (Day 11) Unit approves TOTAL Payroll (Pay Calculation display) between 7 AM & noon <i>SRA & Other Deduction Documents due to CPB</i>	12 (Day 12)	13 (Day 13)	14 (Day 14) PP17 ENDS
15 (Day 1) PP18 STARTS	16 (Day 2) <i>President's Day Holiday (observed 12/28/09)</i> Begin creating, changing and/or approving PHR appointments, Pay & Time Entry adjustments for current pay period	17 (Day 3) NRA paperwork due to Payroll	18 (Day 4) Begin viewing Pay Calculation display (TOTAL Payroll) for current pay period (Available Days 4-10)	19 (Day 5)	20 (Day 6) PAYCHECK ISSUED FOR PP17	21 (Day 7) Time sheet approval for all employees for PP17
22 (Day 8)	23 (Day 9)	24 (Day 10) Last day to create, change and/or approve PHR appointments, Pay & Time Entry adjustments for current pay period <i>SRA & Other Deduction Documents due to Payroll</i>	25 (Day 11) Unit approves TOTAL Payroll (Pay Calculation display) between 7 AM & midnight	26 (Day 12) Unit approves TOTAL Payroll (Pay Calculation display) between 7 AM & noon <i>SRA & Other Deduction Documents due to CPB</i>	27 (Day 13)	28 (Day 14) PP18 ENDS

February, 2009

March, 2009

<i>SUNDAY</i>	<i>MONDAY</i>	<i>TUESDAY</i>	<i>WEDNESDAY</i>	<i>THURSDAY</i>	<i>FRIDAY</i>	<i>SATURDAY</i>
1 (Day 1) PP19 STARTS	2 (Day 2) Begin creating, changing and/or approving PHR appointments, Pay& Time Entry adjustments for current pay period	3 (Day 3) NRA paperwork due to Payroll	4 (Day 4) Begin viewing Pay Calculation display (TOTAL Payroll) for current pay period (Available Days 4-10)	5 (Day 5)	6 (Day 6) PAYCHECK ISSUED FOR PP18	7 (Day 7) Time sheet approval for all employees for PP18
8 (Day 8)	9 (Day 9)	10 (Day 10) Last day to create, change and/or approve PHR appointments, Pay & Time Entry adjustments for current pay period <i>SRA & Other Deduction Documents due to Payroll</i>	11 (Day 11) Unit approves TOTAL Payroll (Pay Calculation display) between 7 AM & midnight	12 (Day 12) Unit approves TOTAL Payroll (Pay Calculation display) between 7 AM & noon <i>SRA & Other Deduction Documents due to CPB</i>	13 (Day 13)	14 (Day 14) PP19 ENDS
15 (Day 1) PP20 STARTS	16 (Day 2) SPRING BREAK Begin creating, changing and/or approving PHR appointments, Pay& Time Entry adjustments for current pay period	17 (Day 3) SPRING BREAK NRA paperwork due to Payroll	18 (Day 4) Begin viewing Pay Calculation display (TOTAL Payroll) for current pay period (Available Days 4-10)	19 (Day 5)	20 (Day 6) PAYCHECK ISSUED FOR PP19	21 (Day 7) Time sheet approval for all employees for PP19
22 (Day 8)	23 (Day 9)	24 (Day 10) Last day to create, change and/or approve PHR appointments, Pay & Time Entry adjustments for current pay period <i>SRA & Other Deduction Documents due to Payroll</i>	25 (Day 11) Unit approves TOTAL Payroll (Pay Calculation display) between 7 AM & midnight	26 (Day 12) Unit approves TOTAL Payroll (Pay Calculation display) between 7 AM & noon <i>SRA & Other Deduction Documents due to CPB</i>	27 (Day 13)	28 (Day 14) PP20 ENDS
29 (Day 1) PP21 STARTS	30 (Day 2) Begin creating, changing and/or approving PHR appointments, Pay& Time Entry adjustments for current pay period	31 (Day 3) NRA paperwork due to Payroll				

March, 2009

April, 2009

<i>SUNDAY</i>	<i>MONDAY</i>	<i>TUESDAY</i>	<i>WEDNESDAY</i>	<i>THURSDAY</i>	<i>FRIDAY</i>	<i>SATURDAY</i>
			1 _(Day 4) Begin viewing Pay Calculation display (TOTAL Payroll) for current pay period <i>(Available Days 4-10)</i>	2 _(Day 5)	3 _(Day 6) PAYCHECK ISSUED FOR PP20	4 _(Day 7) Time sheet approval for all employees for PP20
5 _(Day 8)	6 _(Day 9)	7 _(Day 10) Last day to create, change and/or approve PHR appointments, Pay & Time Entry adjustments for current pay period <i>SRA & Other Deduction Documents due to Payroll</i>	8 _(Day 11) Unit approves TOTAL Payroll (Pay Calculation display) between 7 AM & midnight	9 _(Day 12) Unit approves TOTAL Payroll (Pay Calculation display) between 7 AM & noon <i>SRA & Other Deduction Documents due to CPB</i>	10 _(Day 13)	11 _(Day 14) PP21 ENDS
12 _(Day 1) PP22 STARTS	13 _(Day 2) Begin creating, changing and/or approving PHR appointments, Pay & Time Entry adjustments for current pay period	14 _(Day 3) NRA paperwork due to Payroll	15 _(Day 4) Begin viewing Pay Calculation display (TOTAL Payroll) for current pay period <i>(Available Days 4-10)</i>	16 _(Day 5)	17 _(Day 6) PAYCHECK ISSUED FOR PP21	18 _(Day 7) Time sheet approval for all employees for PP21
19 _(Day 8)	20 _(Day 9)	21 _(Day 10) Last day to create, change and/or approve PHR appointments, Pay & Time Entry adjustments for current pay period <i>SRA & Other Deduction Documents due to Payroll</i>	22 _(Day 11) Unit approves TOTAL Payroll (Pay Calculation display) between 7 AM & midnight	23 _(Day 12) Unit approves TOTAL Payroll (Pay Calculation display) between 7 AM & noon <i>SRA & Other Deduction Documents due to CPB</i>	24 _(Day 13)	25 _(Day 14) PP22 ENDS
26 _(Day 1) PP23 STARTS	27 _(Day 2) Begin creating, changing and/or approving PHR appointments, Pay & Time Entry adjustments for current pay period	28 _(Day 3) NRA paperwork due to Payroll	29 _(Day 4) Begin viewing Pay Calculation display (TOTAL Payroll) for current pay period <i>(Available Days 4-10)</i>	30 _(Day 5)		

April, 2009

May, 2009

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1 _(Day 6) PAYCHECK ISSUED FOR PP22	2 _(Day 7) Time sheet approval for all employees for PP22
3 _(Day 8)	4 _(Day 9)	5 _(Day 10) Last day to create, change and/or approve PHR appointments, Pay & Time Entry adjustments for current pay period <i>SRA & Other Deduction Documents due to Payroll</i>	6 _(Day 11) Unit approves TOTAL Payroll (Pay Calculation display) between 7 AM & midnight	7 _(Day 12) Unit approves TOTAL Payroll (Pay Calculation display) between 7 AM & noon <i>SRA & Other Deduction Documents due to CPB</i>	8 _(Day 13)	9 _(Day 14) PP23 ENDS
10 _(Day 1) PP24 STARTS	11 _(Day 2) Begin creating, changing and/or approving PHR appointments, Pay & Time Entry adjustments for current pay period	12 _(Day 3) NRA paperwork due to Payroll	13 _(Day 4) Begin viewing Pay Calculation display (TOTAL Payroll) for current pay period (Available Days 4-9)	14 _(Day 5)	15 _(Day 6) PAYCHECK ISSUED FOR PP23	16 _(Day 7) Time sheet approval for all employees for PP23
17 _(Day 8)	18 _(Day 9) Last day to create, change and/or approve PHR appointments, Pay & Time Entry adjustments for current pay period <i>SRA & Other Deduction Documents due to Payroll</i>	19 _(Day 10) Unit approves TOTAL Payroll (Pay Calculation display) between 7 AM & midnight	20 _(Day 11) Unit approves TOTAL Payroll (Pay Calculation display) between 7 AM & noon <i>SRA & Other Deduction Documents due to CPB</i>	21 _(Day 12)	22 _(Day 13)	23 _(Day 14) PP24 ENDS
24 _(Day 1) PP25 STARTS	25 _(Day 2) <i>Memorial Day Holiday</i> Begin creating, changing and/or approving PHR appointments, Pay & Time Entry adjustments for current pay period	26 _(Day 3) NRA paperwork due to Payroll	27 _(Day 4) Begin viewing Pay Calculation display (TOTAL Payroll) for current pay period (Available Days 4-10)	28 _(Day 5)	29 _(Day 6) PAYCHECK ISSUED FOR PP24	30 _(Day 7) Time sheet approval for all employees for PP24
31 _(Day 8)						

May, 2009

June, 2009

<i>SUNDAY</i>	<i>MONDAY</i>	<i>TUESDAY</i>	<i>WEDNESDAY</i>	<i>THURSDAY</i>	<i>FRIDAY</i>	<i>SATURDAY</i>
	1 (Day 9)	2 (Day 10) Last day to create, change and/or approve PHR appointments, Pay & Time Entry adjustments for current pay period <i>SRA & Other Deduction Documents due to Payroll</i>	3 (Day 11) Unit approves TOTAL Payroll (Pay Calculation display) between 7 AM & midnight	4 (Day 12) Unit approves TOTAL Payroll (Pay Calculation display) between 7 AM & noon <i>SRA & Other Deduction Documents due to CPB</i>	5 (Day 13)	6 (Day 14) PP25 ENDS
7 (Day 1) PP26 STARTS	8 (Day 2) Begin creating, changing and/or approving PHR appointments, Pay & Time Entry adjustments for current pay period	9 (Day 3) NRA paperwork due to Payroll	10 (Day 4) Begin viewing Pay Calculation display (TOTAL Payroll) for current pay period (Available Days 4-10)	11 (Day 5)	12 (Day 6) PAYCHECK ISSUED FOR PP25	13 (Day 7) Time sheet approval for all employees for PP25
14 (Day 8)	15 (Day 9)	16 (Day 10) Last day to create, change and/or approve PHR appointments, Pay & Time Entry adjustments for current pay period <i>SRA & Other Deduction Documents due to Payroll</i>	17 (Day 11) Unit approves TOTAL Payroll (Pay Calculation display) between 7 AM & midnight	18 (Day 12) Unit approves TOTAL Payroll (Pay Calculation display) between 7 AM & noon <i>SRA & Other Deduction Documents due to CPB</i>	19 (Day 13)	20 (Day 14) PP26 ENDS
21 (Day 1) PP01 STARTS	22 (Day 2) Begin creating, changing and/or approving PHR appointments, Pay & Time Entry adjustments for current pay period	23 (Day 3) NRA paperwork due to Payroll	24 (Day 4) Begin viewing Pay Calculation display (TOTAL Payroll) for current pay period (Available Days 4-9)	25 (Day 5)	26 (Day 6) PAYCHECK ISSUED FOR PP26	27 (Day 7) Time sheet approval for all employees for PP26
28 (Day 8)	29 (Day 9) Last day to create, change and/or approve PHR appointments, Pay & Time Entry adjustments for current pay period <i>SRA & Other Deduction Documents due to Payroll</i>	30 (Day 10) Unit approves TOTAL Payroll (Pay Calculation display) between 7 AM & midnight				

June, 2009

July, 2009

<i>SUNDAY</i>	<i>MONDAY</i>	<i>TUESDAY</i>	<i>WEDNESDAY</i>	<i>THURSDAY</i>	<i>FRIDAY</i>	<i>SATURDAY</i>
			1 _(Day 11) Unit approves TOTAL Payroll (Pay Calculation display) between 7 AM & noon <i>SRA & Other Deduction Documents due to CPB</i>	2 _(Day 12)	3 _(Day 13) <i>4th of July Holiday Observed</i>	4 _(Day 14) PP01 ENDS
5 _(Day 1) PP02 STARTS	6 _(Day 2) Begin creating, changing and/or approving PHR appointments, Pay & Time Entry adjustments for current pay period	7 _(Day 3) NRA paperwork due to Payroll	8 _(Day 4) Begin viewing Pay Calculation display (TOTAL Payroll) for current pay period (Available Days 4-10)	9 _(Day 5)	10 _(Day 6) PAYCHECK ISSUED FOR PP01	11 _(Day 7) Time sheet approval for all employees for PP01
12 _(Day 8)	13 _(Day 9)	14 _(Day 10) Last day to create, change and/or approve PHR appointments, Pay & Time Entry adjustments for current pay period <i>SRA & Other Deduction Documents due to Payroll</i>	15 _(Day 11) Unit approves TOTAL Payroll (Pay Calculation display) between 7 AM & midnight	16 _(Day 12) Unit approves TOTAL Payroll (Pay Calculation display) between 7 AM & noon <i>SRA & Other Deduction Documents due to CPB</i>	17 _(Day 13)	18 _(Day 14) PP02 ENDS
19 _(Day 1) PP03 STARTS	20 _(Day 2) Begin creating, changing and/or approving PHR appointments, Pay & Time Entry adjustments for current pay period	21 _(Day 3) NRA paperwork due to Payroll	22 _(Day 4) Begin viewing Pay Calculation display (TOTAL Payroll) for current pay period (Available Days 4-10)	23 _(Day 5)	24 _(Day 6) PAYCHECK ISSUED FOR PP02	25 _(Day 7) Time sheet approval for all employees for PP02
26 _(Day 8)	27 _(Day 9)	28 _(Day 10) Last day to create, change and/or approve PHR appointments, Pay & Time Entry adjustments for current pay period <i>SRA & Other Deduction Documents due to Payroll</i>	29 _(Day 11) Unit approves TOTAL Payroll (Pay Calculation display) between 7 AM & midnight	30 _(Day 12) Unit approves TOTAL Payroll (Pay Calculation display) between 7 AM & noon <i>SRA & Other Deduction Documents due to CPB</i>	31 _(Day 13)	

July, 2009

August, 2009

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1 (Day 14) PPO3 ENDS
2 (Day 1) PPO4 STARTS	3 (Day 2) Begin creating, changing and/or approving PHR appointments, Pay & Time Entry adjustments for current pay period	4 (Day 3) NRA paperwork due to Payroll	5 (Day 4) Begin viewing Pay Calculation display (TOTAL Payroll) for current pay period (Available Days 4-10)	6 (Day 5)	7 (Day 6) PAYCHECK ISSUED FOR PP03	8 (Day 7) Time sheet approval for all employees for PP03
9 (Day 8)	10 (Day 9)	11 (Day 10) Last day to create, change and/or approve PHR appointments, Pay & Time Entry adjustments for current pay period <i>SRA & Other Deduction Documents due to Payroll</i>	12 (Day 11) Unit approves TOTAL Payroll (Pay Calculation display) between 7 AM & midnight	13 (Day 12) Unit approves TOTAL Payroll (Pay Calculation display) between 7 AM & noon <i>SRA & Other Deduction Documents due to CPB</i>	14 (Day 13)	15 (Day 14) PPO4 ENDS
16 (Day 1) PPO5 STARTS	17 (Day 2) Begin creating, changing and/or approving PHR appointments, Pay & Time Entry adjustments for current pay period	18 (Day 3) NRA paperwork due to Payroll	19 (Day 4) Begin viewing Pay Calculation display (TOTAL Payroll) for current pay period (Available Days 4-10)	20 (Day 5)	21 (Day 6) PAYCHECK ISSUED FOR PP04	22 (Day 7) Time sheet approval for all employees for PP04
23 (Day 8)	24 (Day 9)	25 (Day 10) Last day to create, change and/or approve PHR appointments, Pay & Time Entry adjustments for current pay period <i>SRA & Other Deduction Documents due to Payroll</i>	26 (Day 11) Unit approves TOTAL Payroll (Pay Calculation display) between 7 AM & midnight	27 (Day 12) Unit approves TOTAL Payroll (Pay Calculation display) between 7 AM & noon <i>SRA & Other Deduction Documents due to CPB</i>	28 (Day 13)	29 (Day 14) PPO5 ENDS
30 (Day 1) PPO6 STARTS	31 (Day 2) Begin creating, changing and/or approving PHR appointments, Pay & Time Entry adjustments for current pay period					

August, 2009

September, 2009

<i>SUNDAY</i>	<i>MONDAY</i>	<i>TUESDAY</i>	<i>WEDNESDAY</i>	<i>THURSDAY</i>	<i>FRIDAY</i>	<i>SATURDAY</i>
		1 (Day 3) NRA paperwork due to Payroll	2 (Day 4) Begin viewing Pay Calculation display (TOTAL Payroll) for current pay period (Available Days 4-10)	3 (Day 5)	4 (Day 6) PAYCHECK ISSUED FOR PP05	5 (Day 7) Time sheet approval for all employees for PP05
6 (Day 8)	7 (Day 9) <i>Labor Day Holiday</i>	8 (Day 10) Last day to create, change and/or approve PHR appointments, Pay & Time Entry adjustments for current pay period <i>SRA & Other Deduction Documents due to Payroll</i>	9 (Day 11) Unit approves TOTAL Payroll (Pay Calculation display) between 7 AM & midnight	10 (Day 12) Unit approves TOTAL Payroll (Pay Calculation display) between 7 AM & noon <i>SRA & Other Deduction Documents due to CPB</i>	11 (Day 13)	12 (Day 14) PP06 ENDS
13 (Day 1) PP07 STARTS	14 (Day 2) Begin creating, changing and/or approving PHR appointments, Pay& Time Entry adjustments for current pay period	15 (Day 3) NRA paperwork due to Payroll	16 (Day 4) Begin viewing Pay Calculation display (TOTAL Payroll) for current pay period (Available Days 4-10)	17 (Day 5)	18 (Day 6) PAYCHECK ISSUED FOR PP06	19 (Day 7) Time sheet approval for all employees for PP06
20 (Day 8)	21 (Day 9)	22 (Day 10) Last day to create, change and/or approve PHR appointments, Pay & Time Entry adjustments for current pay period <i>SRA & Other Deduction Documents due to Payroll</i>	23 (Day 11) Unit approves TOTAL Payroll (Pay Calculation display) between 7 AM & midnight	24 (Day 12) Unit approves TOTAL Payroll (Pay Calculation display) between 7 AM & noon <i>SRA & Other Deduction Documents due to CPB</i>	25 (Day 13)	26 (Day 14) PP07 ENDS
27 (Day 1) PP08 STARTS	28 (Day 2) Begin creating, changing and/or approving PHR appointments, Pay& Time Entry adjustments for current pay period	29 (Day 3) NRA paperwork due to Payroll	30 (Day 4) Begin viewing Pay Calculation display (TOTAL Payroll) for current pay period (Available Days 4-9)			

September, 2009

October, 2009

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1 (Day 5)	2 (Day 6) PAYCHECK ISSUED FOR PP07	3 (Day 7) Time sheet approval for all employees for PP07
4 (Day 8)	5 (Day 9) Last day to create, change and/or approve PHR appointments, Pay & Time Entry adjustments for current pay period <i>SRA & Other Deduction Documents due to Payroll</i>	6 (Day 10) Unit approves TOTAL Payroll (Pay Calculation display) between 7 AM & midnight	7 (Day 11) Unit approves TOTAL Payroll (Pay Calculation display) between 7 AM & noon <i>SRA & Other Deduction Documents due to CPB</i>	8 (Day 12)	9 (Day 13)	10 (Day 14) PP08 ENDS
11 (Day 1) PP09 STARTS	12 (Day 2) <i>Columbus Day Holiday (observed 12/29/09)</i> Begin creating, changing and/or approving PHR appointments, Pay & Time Entry adjustments for current pay period	13 (Day 3) NRA paperwork due to Payroll	14 (Day 4) Begin viewing Pay Calculation display (TOTAL Payroll) for current pay period <i>(Available Days 4-10)</i>	15 (Day 5)	16 (Day 6) PAYCHECK ISSUED FOR PP08	17 (Day 7) Time sheet approval for all employees for PP08
18 (Day 8)	19 (Day 9)	20 (Day 10) Last day to create, change and/or approve PHR appointments, Pay & Time Entry adjustments for current pay period <i>SRA & Other Deduction Documents due to Payroll</i>	21 (Day 11) Unit approves TOTAL Payroll (Pay Calculation display) between 7 AM & midnight	22 (Day 12) Unit approves TOTAL Payroll (Pay Calculation display) between 7 AM & noon <i>SRA & Other Deduction Documents due to CPB</i>	23 (Day 13)	24 (Day 14) PP09 ENDS
25 (Day 1) PP10 STARTS	26 (Day 2) Begin creating, changing and/or approving PHR appointments, Pay & Time Entry adjustments for current pay period	27 (Day 3) NRA paperwork due to Payroll	28 (Day 4) Begin viewing Pay Calculation display (TOTAL Payroll) for current pay period <i>(Available Days 4-10)</i>	29 (Day 5)	30 (Day 6) PAYCHECK ISSUED FOR PP09	31 (Day 7) Time sheet approval for all employees for PP09

October, 2009

November, 2009

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1 (Day 8)	2 (Day 9) <i>SRA & Other Deduction Documents due to Payroll</i>	3 (Day 10) Last day to create, change and/or approve PHR appointments, Pay & Time Entry adjustments for current pay period	4 (Day 11) Unit approves TOTAL Payroll (Pay Calculation display) between 7 AM & midnight <i>SRA & Other Deduction Documents due to CPB</i>	5 (Day 12) Unit approves TOTAL Payroll (Pay Calculation display) between 7 AM & noon	6 (Day 13)	7 (Day 14) PP10 ENDS
8 (Day 1) PP11 STARTS	9 (Day 2) Begin creating, changing and/or approving PHR appointments, Pay & Time Entry adjustments for current pay period	10 (Day 3) NRA paperwork due to Payroll	11 (Day 4) <i>Veteran's Day Holiday (observed 12/30/09)</i> Begin viewing Pay Calculation display (TOTAL Payroll) for current pay period (Available Days 4-9)	12 (Day 5)	13 (Day 6) PAYCHECK ISSUED FOR PP10 Last day to create, change and/or approve PHR appointments, Pay & Time Entry adjustments for current pay period Time sheet approval for all employees for PP10	14 (Day 7)
15 (Day 8)	16 (Day 9) Unit approves TOTAL Payroll (Pay Calculation display) between 7 AM & midnight <i>SRA & Other Deduction Documents due to Payroll</i>	17 (Day 10) Unit approves TOTAL Payroll (Pay Calculation display) between 7 AM & noon <i>SRA & Other Deduction Documents due to CPB</i>	18 (Day 11)	19 (Day 12)	20 (Day 13)	21 (Day 14) PP11 ENDS
22 (Day 1) PP12 STARTS	23 (Day 2) Begin creating, changing and/or approving PHR appointments, Pay & Time Entry adjustments for current pay period	24 (Day 3) PAYCHECK ISSUED FOR PP11 NRA paperwork due to Payroll	25 (Day 4) Begin viewing Pay Calculation display (TOTAL Payroll) for current pay period (Available Days 4-10)	26 (Day 5) <i>Thanksgiving Day Holiday</i>	27 (Day 6) <i>Thanksgiving Break Holiday</i>	28 (Day 7) Time sheet approval for all employees for PP11
29 (Day 8)	30 (Day 9)					

November, 2009

December, 2009

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1 (Day 10) Last day to create, change and/or approve PHR appointments, Pay & Time Entry adjustments for current pay period <i>SRA & Other Deduction Documents due to Payroll</i>	2 (Day 11) Unit approves TOTAL Payroll (Pay Calculation display) between 7 AM & midnight	3 (Day 12) Unit approves TOTAL Payroll (Pay Calculation display) between 7 AM & noon <i>SRA & Other Deduction Documents due to CPB</i>	4 (Day 13)	5 (Day 14) PP12 ENDS
6 (Day 1) PP13 STARTS	7 (Day 2) Begin creating, changing and/or approving PHR appointments, Pay & Time Entry adjustments for current pay period	8 (Day 3) NRA paperwork due to Payroll	9 (Day 4) Begin viewing Pay Calculation display (TOTAL Payroll) for current pay period (Available Days 4-6)	10 (Day 5)	11 (Day 6) PAYCHECK ISSUED FOR PP12 Last day to create, change and/or approve PHR appointments, Pay & Time Entry adjustments for current pay period <i>SRA & Other Deduction Documents due to Payroll</i> Time sheet approval for all employees for PP12	12 (Day 7)
13 (Day 8)	14 (Day 9) Unit approves TOTAL Payroll (Pay Calculation display) between 7 AM & midnight <i>SRA & Other Deduction Documents due to Payroll</i>	15 (Day 10) Unit approves TOTAL Payroll (Pay Calculation display) between 7 AM & noon <i>SRA & Other Deduction Documents due to CPB</i>	16 (Day 11)	17 (Day 12)	18 (Day 13)	19 (Day 14) PP13 ENDS
20 (Day 1) PP14 STARTS	21 (Day 2) Begin creating, changing and/or approving PHR appointments, Pay & Time Entry adjustments for current pay period NRA paperwork due to Payroll	22 (Day 3) PAYCHECK ISSUED FOR PP13	23 (Day 4) University Closed: Furlough Begin viewing Pay Calculation display (TOTAL Payroll) for current pay period (Available Days 4-10)	24 (Day 5) University Closed: Furlough	25 (Day 6) Christmas Day Holiday	26 (Day 7) Time sheet approval for all employees for PP12
27 (Day 8)	28 (Day 9) Presidents' Day Holiday (earned 1/16/09) Last day to create, change and/or approve PHR appointments, Pay & Time Entry adjustments for current pay period <i>SRA & Other Deduction Documents due to Payroll</i>	29 (Day 10) Columbus Day Holiday (earned 10/12/09) Unit approves TOTAL Payroll (Pay Calculation display) between 7 AM & midnight	30 (Day 11) Veteran's Day Holiday (earned 11/11/09) Unit approves TOTAL Payroll (Pay Calculation display) between 7 AM & noon <i>SRA & Other Deduction Documents due to CPB</i>	31 (Day 12) Winter Break Holiday	JANUARY 1, 2010 New Year's Day Holiday	JANUARY 2, 2010 PP14 ENDS

December, 2009