

January, 2011

<i>Sunday</i>	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>	<i>Saturday</i>
						1 (Day 14) PP14 Ends
2 (Day 1) PP15 Starts	3 (Day 2) Begin creating, changing and/or approving PHR Appointments, Pay Adjustments & Time Entry Adjustments for current pay period.	4 (Day 3) NRA paperwork due to Payroll.	5 (Day 4) Begin viewing Pay Calculation Screen for current pay period. (Available days 4-9)	6 (Day 5)	7 (Day 6) \$ Paycheck issued for PP14	8 (Day 7) Time sheet cut-off for all employees for PP14.
9 (Day 8)	10 (Day 9) Last day to create, change or approve PHR Appointments, Pay Adjustments & Time Entry Adjustments for current pay period. <i>SRA & Other Deduction Documents due to Payroll.</i>	11 (Day 10) Unit approves TOTAL Payroll (Pay Calculation Screen) between 7 AM & Midnight.	12 (Day 11) Unit approves TOTAL Payroll (Pay Calculation Screen) between 7 AM & Noon. <i>SRA & Other Deduction Documents due to CPB.</i>	13 (Day 12)	14 (Day 13)	15 (Day 14) PP15 Ends
16 (Day 1) PP16 Starts	17 (Day 2) Martin Luther King Day Holiday Begin creating, changing and/or approving PHR Appointments, Pay Adjustments & Time Entry Adjustments for current pay period.	18 (Day 3) NRA paperwork due to Payroll.	19 (Day 4) Begin viewing Pay Calculation Screen for current pay period. (Available days 4-10)	20 (Day 5)	21 (Day 6) \$ Paycheck issued for PP15	22 (Day 7) Time sheet cut-off for all employees for PP15.
23 (Day 8)	24 (Day 9)	25 (Day 10) Last day to create, change or approve PHR Appointments, Pay Adjustments & 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 Screen) between 7 AM & Midnight.	27 (Day 12) Unit approves TOTAL Payroll (Pay Calculation Screen) between 7 AM & Noon. <i>SRA & Other Deduction Documents due to CPB.</i>	28 (Day 13)	29 (Day 14) PP16 Ends
30 (Day 1) PP17 Starts	31 (Day 2) Begin creating, changing and/or approving PHR Appointments, Pay Adjustments & Time Entry Adjustments for current pay period.					

January, 2011

February, 2011

<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 Screen for current pay period. (Available days 4-9)	3(Day 5)	4(Day 6) \$ Paycheck issued for PP16	5(Day 7) Time sheet cut-off for all employees for PP16.
6(Day 8)	7(Day 9)	8(Day 10) Last day to create, change or approve PHR Appointments, Pay Adjustments & 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 Screen) between 7 AM & Midnight.	10(Day 12) Unit approves TOTAL Payroll (Pay Calculation Screen) between 7 AM & Noon. <i>SRA & Other Deduction Documents due to CPB.</i>	11(Day 13)	12(Day 14) PP17 Ends
13(Day 1) PP18 Starts	14(Day 2) Begin creating, changing and/or approving PHR Appointments, Pay Adjustments & Time Entry Adjustments for current pay period.	15(Day 3) NRA paperwork due to Payroll.	16(Day 4) Begin viewing Pay Calculation Screen for current pay period. (Available days 4-10)	17(Day 5)	18(Day 6) \$ Paycheck issued for PP17	19(Day 7) Time sheet cut-off for all employees for PP17.
20(Day 8)	21(Day 9) President's Day Holiday (observed 12/27/11)	22(Day 10) Last day to create, change or approve PHR Appointments, Pay Adjustments & 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 Screen) between 7 AM & Midnight.	24(Day 12) Unit approves TOTAL Payroll (Pay Calculation Screen) between 7 AM & Noon. <i>SRA & Other Deduction Documents due to CPB.</i>	25(Day 13)	26(Day 14) PP18 Ends
27(Day 1) PP19 Starts	28(Day 2) Begin creating, changing and/or approving PHR Appointments, Pay Adjustments & Time Entry Adjustments for current pay period.					

February, 2011

March, 2011

<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 Screen for current pay period. (Available days 4-10)	3(Day 5)	4(Day 6) \$ Paycheck issued for PP18	5(Day 7) Time sheet cut-off for all employees for PP18.
6(Day 8)	7(Day 9)	8(Day 10) Last day to create, change or approve PHR Appointments, Pay Adjustments & 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 Screen) between 7 AM & Midnight.	10(Day 12) Unit approves TOTAL Payroll (Pay Calculation Screen) between 7 AM & Noon. <i>SRA & Other Deduction Documents due to CPB.</i>	11(Day 13)	12(Day 14) PP19 Ends
13(Day 1) PP20 Starts	14(Day 2) Begin creating, changing and/or approving PHR Appointments, Pay Adjustments & Time Entry Adjustments for current pay period.	15(Day 3) NRA paperwork due to Payroll.	16(Day 4) Begin viewing Pay Calculation Screen for current pay period. (Available days 4-10) <i>SRA & Other Deduction Documents due to Payroll.</i>	17(Day 5)	18(Day 6) \$ Paycheck issued - PP19 <i>SRA & Other Deduction Documents due to CPB.</i>	19(Day 7) Time sheet cut-off for all employees for PP19.
20(Day 8)	21(Day 9) Spring Break	22(Day 10) Spring Break Last day to create, change or approve PHR Appointments, Pay Adjustments & Time Entry Adjustments for current pay period.	23(Day 11) Spring Break (earned Election Day 11/2/10) Unit approves TOTAL Payroll (Pay Calculation Screen) between 7 AM & Midnight.	24(Day 12) UMCP closed – Admin Furlough leave Unit approves TOTAL Payroll (Pay Calculation Screen) between 7 AM & Noon.	25(Day 13)	26(Day 14) PP20 Ends
27(Day 1) PP21 Starts	28(Day 2) Begin creating, changing and/or approving PHR Appointments, Pay Adjustments & Time Entry Adjustments for current pay period.	29(Day 3) NRA paperwork due to Payroll.	30(Day 4) Begin viewing Pay Calculation Screen for current pay period. (Available days 4-10)	31(Day 5)		

March, 2011

April, 2011

<i>Sunday</i>	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>	<i>Saturday</i>
					1 (Day 6) \$ Paycheck issued for PP20	2 (Day 7) Time sheet cut-off for all employees for PP20.
3 (Day 8)	4 (Day 9)	5 (Day 10) Last day to create, change or approve PHR Appointments, Pay Adjustments & 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 Screen) between 7 AM & Midnight.	7 (Day 12) Unit approves TOTAL Payroll (Pay Calculation Screen) between 7 AM & Noon. <i>SRA & Other Deduction Documents due to CPB.</i>	8 (Day 13)	9 (Day 14) PP21 Ends
10 (Day 1) PP22 Starts	11 (Day 2) Begin creating, changing and/or approving PHR Appointments, Pay Adjustments & Time Entry Adjustments for current pay period.	12 (Day 3) NRA paperwork due to Payroll.	13 (Day 4) Begin viewing Pay Calculation Screen for current pay period. (Available days 4-10)	14 (Day 5)	15 (Day 6) \$ Paycheck issued for PP21	16 (Day 7) Time sheet cut-off for all employees for PP21.
17 (Day 8)	18 (Day 9)	19 (Day 10) Last day to create, change or approve PHR Appointments, Pay Adjustments & Time Entry Adjustments for current pay period. <i>SRA & Other Deduction Documents due to Payroll.</i>	20 (Day 11) Unit approves TOTAL Payroll (Pay Calculation Screen) between 7 AM & Midnight.	21 (Day 12) Unit approves TOTAL Payroll (Pay Calculation Screen) between 7 AM & Noon. <i>SRA & Other Deduction Documents due to CPB.</i>	22 (Day 13)	23 (Day 14) PP22 Ends
24 (Day 1) PP23 Starts	25 (Day 2) Begin creating, changing and/or approving PHR Appointments, Pay Adjustments & Time Entry Adjustments for current pay period.	26 (Day 3) NRA paperwork due to Payroll.	27 (Day 4) Begin viewing Pay Calculation Screen for current pay period. (Available days 4-10)	28 (Day 5)	29 (Day 6) \$ Paycheck issued for PP22	30 (Day 7) Time sheet cut-off for all employees for PP22.

April, 2011

May, 2011

<i>Sunday</i>	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>	<i>Saturday</i>
1	2	3(Day 10) Last day to create, change or approve PHR Appointments, Pay Adjustments & Time Entry Adjustments for current pay period. <i>SRA & Other Deduction Documents due to Payroll.</i>	4(Day 11) Unit approves TOTAL Payroll (Pay Calculation Screen) between 7 AM & Midnight.	5(Day 12) Unit approves TOTAL Payroll (Pay Calculation Screen) between 7 AM & Noon. <i>SRA & Other Deduction Documents due to CPB.</i>	6(Day 13)	7(Day 14) PP23 Ends
8(Day 1) PP24 Starts	9(Day 2) Begin creating, changing and/or approving PHR Appointments, Pay Adjustments & Time Entry Adjustments for current pay period.	10(Day 3) NRA paperwork due to Payroll.	11(Day 4) Begin viewing Pay Calculation Screen for current pay period. (Available days 4-10)	12(Day 5)	13(Day 6) \$ Paycheck issued for PP23	14(Day 7) Time sheet cut-off for all employees for PP23.
15(Day 8)	16(Day 9)	17(Day 10) Last day to create, change or approve PHR Appointments, Pay Adjustments & Time Entry Adjustments for current pay period. <i>SRA & Other Deduction Documents due to Payroll.</i>	18(Day 11) Unit approves TOTAL Payroll (Pay Calculation Screen) between 7 AM & Midnight.	19(Day 12) Unit approves TOTAL Payroll (Pay Calculation Screen) between 7 AM & Noon. <i>SRA & Other Deduction Documents due to CPB.</i>	20(Day 13)	21(Day 14) PP24 Ends
22(Day 1) PP25 Starts	23(Day 2) Begin creating, changing and/or approving PHR Appointments, Pay Adjustments & Time Entry Adjustments for current pay period.	24(Day 3) NRA paperwork due to Payroll.	25(Day 4) Begin viewing Pay Calculation Screen for current pay period. (Available days 4-10)	26(Day 5) \$ Paycheck issued for PP24	27(Day 6) Central Payroll Bureau Closed	28(Day 7) Time sheet cut-off for all employees for PP24.
29(Day 8)	30(Day 9) Memorial Day Holiday	31(Day 10) Last day to create, change or approve PHR Appointments, Pay Adjustments & Time Entry Adjustments for current pay period. <i>SRA & Other Deduction Documents due to Payroll.</i>				

May, 2011

June, 2011

<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 Screen) between 7 AM & Midnight.	2(Day 12) Unit approves TOTAL Payroll (Pay Calculation Screen) between 7 AM & Noon. <i>SRA & Other Deduction Documents due to CPB.</i>	3(Day 13)	4(Day 14) PP25 Ends
5(Day 1) PP26 Starts	6(Day 2) Begin creating, changing and/or approving PHR Appointments, Pay Adjustments & Time Entry Adjustments for current pay period.	7(Day 3) NRA paperwork due to Payroll.	8(Day 4) Begin viewing Pay Calculation Screen for current pay period. (Available days 4-10)	9(Day 5)	10(Day 6) \$ Paycheck issued for PP25	11(Day 7) Time sheet cut-off for all employees for PP25.
12(Day 8)	13(Day 9)	14(Day 10) Last day to create, change or approve PHR Appointments, Pay Adjustments & 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 Screen) between 7 AM & Midnight.	16(Day 12) Unit approves TOTAL Payroll (Pay Calculation Screen) between 7 AM & Noon. <i>SRA & Other Deduction Documents due to CPB.</i>	17(Day 13)	18(Day 14) PP26 Ends
19(Day 1) PPO1 Starts	20(Day 2) Begin creating, changing and/or approving PHR Appointments, Pay Adjustments & Time Entry Adjustments for current pay period.	21(Day 3) NRA paperwork due to Payroll.	22(Day 4) Begin viewing Pay Calculation Screen for current pay period. (Available days 4-9)	23(Day 5)	24(Day 6) \$ Paycheck issued for PP26	25(Day 7) Time sheet cut-off for all employees for PP26.
26(Day 8)	27(Day 9) Last day to create, change or approve PHR Appointments, Pay Adjustments & Time Entry Adjustments for current pay period. <i>SRA & Other Deduction Documents due to Payroll.</i>	28(Day 10) Unit approves TOTAL Payroll (Pay Calculation Screen) between 7 AM & Midnight.	29(Day 11) Unit approves TOTAL Payroll (Pay Calculation Screen) between 7 AM & Noon. <i>SRA & Other Deduction Documents due to CPB.</i>	30(Day 12)		

June, 2011

July, 2011

<i>Sunday</i>	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thurs'</i>	<i>Friday</i>	<i>Saturday</i>
					1 (Day 13)	2 (Day 14) PP01 Ends
3 (Day 1) PP02 Starts	4 (Day 2) Independence Day Holiday Begin creating, changing and/or approving PHR Appointments, Pay Adjustments & Time Entry Adjustments for current pay period.	5 (Day 3) NRA paperwork due to Payroll.	6 (Day 4) Begin viewing Pay Calculation Screen for current pay period. (Available days 4-10)	7 (Day 5)	8 (Day 6) \$ Paycheck issued for PP01	9 (Day 7) Time sheet cut-off for all employees for PP01.
10 (Day 8)	11 (Day 9)	12 (Day 10) Last day to create, change or approve PHR Appointments, Pay Adjustments & Time Entry Adjustments for current pay period. <i>SRA & Other Deduction Documents due to Payroll.</i>	13 (Day 11) Unit approves TOTAL Payroll (Pay Calculation Screen) between 7 AM & Midnight.	14 (Day 12) Unit approves TOTAL Payroll (Pay Calculation Screen) between 7 AM & Noon. <i>SRA & Other Deduction Documents due to CPB.</i>	15 (Day 13)	16 (Day 14) PP02 Ends
17 (Day 1) PP03 Starts	18 (Day 2) Begin creating, changing and/or approving PHR Appointments, Pay Adjustments & Time Entry Adjustments for current pay period.	19 (Day 3) NRA paperwork due to Payroll.	20 (Day 4) Begin viewing Pay Calculation Screen for current pay period. (Available days 4-10)	21 (Day 5)	22 (Day 6) \$ Paycheck issued for PP02	23 (Day 7) Time sheet cut-off for all employees for PP02.
24 (Day 8)	25 (Day 9)	26 (Day 10) Last day to create, change or approve PHR Appointments, Pay Adjustments & Time Entry Adjustments for current pay period. <i>SRA & Other Deduction Documents due to Payroll.</i>	27 (Day 11) Unit approves TOTAL Payroll (Pay Calculation Screen) between 7 AM & Midnight.	28 (Day 12) Unit approves TOTAL Payroll (Pay Calculation Screen) between 7 AM & Noon. <i>SRA & Other Deduction Documents due to CPB.</i>	29 (Day 13)	30 (Day 14) PP03 Ends
31 (Day 1) PP04 Starts						

July, 2011

August, 2011

<i>Sunday</i>	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>	<i>Saturday</i>
	1(Day 2) Begin creating, changing and/or approving PHR Appointments, Pay Adjustments & Time Entry Adjustments for current pay period.	2(Day 3) NRA paperwork due to Payroll.	3(Day 4) Begin viewing Pay Calculation Screen for current pay period. (Available days 4-10)	4(Day 5)	5(Day 6) \$ Paycheck issued for PP03	6(Day 7) Time sheet cut-off for all employees for PP03.
7(Day 8)	8(Day 9)	9(Day 10) Last day to create, change or approve PHR Appointments, Pay Adjustments & Time Entry Adjustments for current pay period. <i>SRA & Other Deduction Documents due to Payroll.</i>	10(Day 11) Unit approves TOTAL Payroll (Pay Calculation Screen) between 7 AM & Midnight.	11(Day 12) Unit approves TOTAL Payroll (Pay Calculation Screen) between 7 AM & Noon. <i>SRA & Other Deduction Documents due to CPB.</i>	12(Day 13)	13(Day 14) PP04 Ends
14(Day 1) PP05 Starts	15(Day 2) Begin creating, changing and/or approving PHR Appointments, Pay Adjustments & Time Entry Adjustments for current pay period.	16(Day 3) NRA paperwork due to Payroll.	17(Day 4) Begin viewing Pay Calculation Screen for current pay period. (Available days 4-10)	18(Day 5)	19(Day 6) \$ Paycheck issued for PP04	20(Day 7) Time sheet cut-off for all employees for PP04.
21(Day 8)	22(Day 9)	23(Day 10) Last day to create, change or approve PHR Appointments, Pay Adjustments & Time Entry Adjustments for current pay period. <i>SRA & Other Deduction Documents due to Payroll.</i>	24(Day 11) Unit approves TOTAL Payroll (Pay Calculation Screen) between 7 AM & Midnight.	25(Day 12) Unit approves TOTAL Payroll (Pay Calculation Screen) between 7 AM & Noon. <i>SRA & Other Deduction Documents due to CPB.</i>	26(Day 13)	27(Day 14) PP05 Ends
28(Day 1) PP06 Starts	29(Day 2) Begin creating, changing and/or approving PHR Appointments, Pay Adjustments & Time Entry Adjustments for current pay period.	30(Day 3) NRA paperwork due to Payroll.	31(Day 4) Begin viewing Pay Calculation Screen for current pay period. (Available days 4-10)			

August, 2011

REVISED September, 2011

<i>Sunday</i>	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>	<i>Saturday</i>
				1(Day 5) \$ Paycheck issued for PP05	2(Day 6) Central Payroll Bureau Closed	3(Day 7) Time sheet cut-off for all employees for PP05.
4(Day 8)	5(Day 9) Labor Day Holiday	6(Day 10) Last day to create, change or approve PHR Appointments, Pay Adjustments & Time Entry Adjustments for current pay period. <i>SRA & Other Deduction Documents due to Payroll.</i>	7(Day 11) Unit approves TOTAL Payroll (Pay Calculation Screen) between 7 AM & Midnight.	8(Day 12) Unit approves TOTAL Payroll (Pay Calculation Screen) between 7 AM & Noon. <i>SRA & Other Deduction Documents due to CPB.</i>	9(Day 13)	10(Day 14) PP06 Ends
11(Day 1) PP07 Starts	12(Day 2) Begin creating, changing and/or approving PHR Appointments, Pay Adjustments & Time Entry Adjustments for current pay period.	13(Day 3) NRA paperwork due to Payroll.	14(Day 4) Begin viewing Pay Calculation Screen for current pay period. (Available days 4-10)	15(Day 5)	16(Day 6) \$ Paycheck issued for PP06	17(Day 7) Time sheet cut-off for all employees for PP06.
18(Day 8)	19(Day 9)	20(Day 10) Last day to create, change or approve PHR Appointments, Pay Adjustments & 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 Screen) between 7 AM & Midnight.	22(Day 12) Unit approves TOTAL Payroll (Pay Calculation Screen) between 7 AM & Noon. <i>SRA & Other Deduction Documents due to CPB.</i>	23(Day 13)	24(Day 14) PP07 Ends
25(Day 1) PP08 Starts	26(Day 2) Begin creating, changing and/or approving PHR Appointments, Pay Adjustments & Time Entry Adjustments for current pay period.	27(Day 3) NRA paperwork due to Payroll.	28(Day 4) Begin viewing Pay Calculation Screen for current pay period. (Available days 4-9)	29(Day 5)	30(Day 6) \$ Paycheck issued for PP07	

REVISED September, 2011

October, 2011

<i>Sunday</i>	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>	<i>Saturday</i>
						1 (Day 7) Time sheet cut-off for all employees for PP07
2 (Day 8)	3 (Day 9) Last day to create, change or approve PHR Appointments, Pay Adjustments & Time Entry Adjustments for current pay period. <i>SRA & Other Deduction Documents due to Payroll.</i>	4 (Day 10) Unit approves TOTAL Payroll (Pay Calculation Screen) between 7 AM & Midnight.	5 (Day 11) Unit approves TOTAL Payroll (Pay Calculation Screen) between 7 AM & Noon. <i>SRA & Other Deduction Documents due to CPB.</i>	6 (Day 12)	7 (Day 13)	8 (Day 14) PP08 Ends
9 (Day 1) PP09 Starts	10 (Day 2) Columbus Day Holiday (observed 12/28/11) Begin creating, changing and/or approving PHR Appointments, Pay Adjustments & Time Entry Adjustments for current pay period.	11 (Day 3) NRA paperwork due to Payroll.	12 (Day 4) Begin viewing Pay Calculation Screen for current pay period. (Available days 4-10)	13 (Day 5)	14 (Day 6) \$ Paycheck issued for PP08	15 (Day 7) Time sheet cut-off for all employees for PP08
16 (Day 8)	17 (Day 9)	18 (Day 10) Last day to create, change or approve PHR Appointments, Pay Adjustments & Time Entry Adjustments for current pay period. <i>SRA & Other Deduction Documents due to Payroll.</i>	19 (Day 11) Unit approves TOTAL Payroll (Pay Calculation Screen) between 7 AM & Midnight.	20 (Day 12) Unit approves TOTAL Payroll (Pay Calculation Screen) between 7 AM & Noon. <i>SRA & Other Deduction Documents due to CPB.</i>	21 (Day 13)	22 (Day 14) PP09 Ends
23 (Day 1) PP10 Starts	24 (Day 2) Begin creating, changing and/or approving PHR Appointments, Pay Adjustments & Time Entry Adjustments for current pay period.	25 (Day 3) NRA paperwork due to Payroll.	26 (Day 4) Begin viewing Pay Calculation Screen for current pay period. (Available days 4-10)	27 (Day 5)	28 (Day 6) \$ Paycheck issued for PP09	29 (Day 7) Time sheet cut-off for all employees for PP09
30 (Day 8)	31 (Day 9)					

October, 2011

REVISED November, 2011

<i>Sunday</i>	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>	<i>Saturday</i>
		1(Day 10) Last day to create, change or approve PHR Appointments, Pay Adjustments & 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 Screen) between 7 AM & Midnight.	3(Day 12) Unit approves TOTAL Payroll (Pay Calculation Screen) between 7 AM & Noon. <i>SRA & Other Deduction Documents due to CPB.</i>	4(Day 13)	5(Day 14) PP10 Ends
6(Day 1) PP11 Starts	7(Day 2) Begin creating, changing and/or approving PHR Appointments, Pay Adjustments & Time Entry Adjustments for current pay period.	8(Day 3) NRA paperwork due to Payroll.	9(Day 4) Begin viewing Pay Calculation Screen for current pay period. (Available days 4-9)	10(Day 5) \$ Paycheck issued for PP10	11(Day 6) Veteran's Day Holiday (observed 12/29/11) Central Payroll Bureau closed <i>SRA & Other Deduction Documents due to Payroll.</i>	12(Day 7) Time sheet cut-off for all employees for PP10.
13(Day 8)	14(Day 9) Last day to create, change or approve PHR Appointments, Pay Adjustments & Time Entry Adjustments for current pay period.	15(Day 10) Unit approves TOTAL Payroll (Pay Calculation Screen) between 7 AM & Midnight. <i>SRA & Other Deduction Documents due to CPB.</i>	16(Day 11) Unit approves TOTAL Payroll (Pay Calculation Screen) between 7 AM & Noon.	17(Day 12)	18(Day 13)	19(Day 14) PP11 Ends
20(Day 1) PP12 Starts	21(Day 2) Begin creating, changing and/or approving PHR Appointments, Pay Adjustments & Time Entry Adjustments for current pay period.	22(Day 3) \$ Paycheck issued for PP11 NRA paperwork due to Payroll.	23(Day 4) Central Payroll Bureau Closed Begin viewing Pay Calculation Screen for current pay period. (Available days 4-10)	24(Day 5) Thanksgiving Day Holiday	25(Day 6) Thanksgiving Break	26(Day 7) Time sheet cut-off for all employees for PP11.
27(Day 8)	28(Day 9)	29(Day 10) Last day to create, change or approve PHR Appointments, Pay Adjustments & Time Entry Adjustments for current pay period. <i>SRA & Other Deduction Documents due to Payroll.</i>	30(Day 11) Unit approves TOTAL Payroll (Pay Calculation Screen) between 7 AM & Midnight.			

REVISED November, 2011

REVISED December, 2011

<i>Sunday</i>	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>	<i>Saturday</i>
				1 (Day 12) Unit approves TOTAL Payroll (Pay Calculation Screen) between 7 AM & Noon. <i>SRA & Other Deduction Documents due to CPB.</i>	2 (Day 13)	3 (Day 14) PP12 Ends
4 (Day 1) PP13 Starts	5 (Day 2) Begin creating, changing and/or approving PHR Appointments, Pay Adjustments & Time Entry Adjustments for current pay period.	6 (Day 3) NRA paperwork due to Payroll.	7 (Day 4) Begin viewing Pay Calculation Screen for current pay period. (Available days 4-9)	8 (Day 5)	9 (Day 6) \$ Paycheck issued for PP12	10 (Day 7) Time sheet cut off for all employees for PP12.
11 (Day 8)	12 (Day 9) Last day to create, change or approve PHR Appointments, Pay Adjustments & 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 Screen) between 7 AM & Midnight.	14 (Day 11) Unit approves TOTAL Payroll (Pay Calculation Screen) between 7 AM & Noon. <i>SRA & Other Deduction Documents due to CPB.</i>	15 (Day 12)	16 (Day 13)	17 (Day 14) PP13 Ends
18 (Day 1) PP14 Starts	19 (Day 2) Begin creating, changing and/or approving PHR Appointments, Pay Adjustments & Time Entry Adjustments for current pay period. <i>SRA & Other Deduction Documents due to Payroll.</i>	20 (Day 3) NRA paperwork due to Payroll.	21 (Day 4) Begin viewing Pay Calculation Screen for current pay period. (Available days 4-9) <i>SRA & Other Deduction Documents due to CPB.</i>	22 (Day 5) \$ Paycheck issued for PP13	23 (Day 6) Central Payroll Bureau Closed	24 (Day 7) Time sheet cut off for all employees for PP13.
25 (Day 8)	26 (Day 9) Christmas Day Holiday Observed Last day to create, change or approve PHR Appointments, Pay Adjustments & Time Entry Adjustments for current pay period	27 (Day 10) President's Day Holiday (earned 2/21/11) Unit approves TOTAL Payroll (Pay Calculation Screen) between 7 AM & Midnight.	28 (Day 11) Columbus Day Holiday (earned 10/10/11) Unit approves TOTAL Payroll (Pay Calculation Screen) between 7 AM & Noon.	29 (Day 12) Veteran's Day Holiday (earned 11/11/11)	30 (Day 13) Winter Break	31 (Day 14) PP14 Ends

REVISED December, 2011

January, 2012

<i>Sunday</i>	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>	<i>Saturday</i>
1 (Day 1) PP15 Starts	2 (Day 2) New Year's Day Observance Begin creating, changing and/or approving PHR Appointments, Pay Adjustments & Time Entry Adjustments for current pay period.	3 (Day 3) NRA paperwork due to Payroll.	4 (Day 4) Begin viewing Pay Calculation Screen for current pay period. (Available days 4-9)	5 (Day 5)	6 (Day 6) \$ Paycheck issued for PP14	7 (Day 7) Time sheet cut-off for all employees for PP14.
8 (Day 8)	9 (Day 9) Last day to create, change or approve PHR Appointments, Pay Adjustments & 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 Screen) between 7 AM & Midnight.	11 (Day 11) Unit approves TOTAL Payroll (Pay Calculation Screen) between 7 AM & Noon. <i>SRA & Other Deduction Documents due to CPB.</i>	12 (Day 12)	13 (Day 13)	14 (Day 14) PP15 Ends
15 (Day 1) PP16 Starts	16 (Day 2) Martin Luther King Day Holiday Begin creating, changing and/or approving PHR Appointments, Pay Adjustments & Time Entry Adjustments for current pay period.	17 (Day 3) NRA paperwork due to Payroll.	18 (Day 4) Begin viewing Pay Calculation Screen for current pay period. (Available days 4-10)	19 (Day 5)	20 (Day 6) \$ Paycheck issued for PP15	21 (Day 7) Time sheet cut-off for all employees for PP15.
22 (Day 8)	23 (Day 9)	24 (Day 10) Last day to create, change or approve PHR Appointments, Pay Adjustments & 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 Screen) between 7 AM & Midnight.	26 (Day 12) Unit approves TOTAL Payroll (Pay Calculation Screen) between 7 AM & Noon. <i>SRA & Other Deduction Documents due to CPB.</i>	27 (Day 13)	28 (Day 14) PP16 Ends
29 (Day 1) PP17 Starts	30 (Day 2) Begin creating, changing and/or approving PHR Appointments, Pay Adjustments & Time Entry Adjustments for current pay period.	31 (Day 3) NRA paperwork due to Payroll.				

January, 2012