

New PHR Daily Calendar- Post PHR Gross Pay Implementation

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<p>Day 1</p> <p>PAY PERIOD STARTS</p>	<p>Day 2</p> <p>Create/Change/Approve:</p> <ol style="list-style-type: none"> 1. PHR Appointments 2. PHR Pay Adjustments 3. PHR Time Entry Adjustments <p><u>for current pay period</u></p>	<p>Day 3</p> <p>Create/Change/Approve:</p> <ol style="list-style-type: none"> 1. PHR Appointments 2. PHR Pay Adjustments 3. PHR Time Entry Adjustments <p><u>for current pay period</u></p>	<p>Day 4</p> <p>Create/Change/Approve:</p> <ol style="list-style-type: none"> 1. PHR Appointments 2. PHR Pay Adjustments 3. PHR Time Entry Adjustments <p><u>for current pay period</u></p> <p style="color: red;">Begin viewing Pay Calculation Screen (Total Payroll) for current pay period (Available Day 4 thru Day 10)</p>	<p>Day 5</p> <p>Create/Change/Approve:</p> <ol style="list-style-type: none"> 1. PHR Appointments 2. PHR Pay Adjustments 3. PHR Time Entry Adjustments <p><u>for current pay period</u></p> <p style="color: red;">View Pay Calculation Screen (Total Payroll) for current pay period (Available Day 4 thru Day 10)</p>	<p>Day 6</p> <p>PAY DAY \$\$</p> <p style="color: red;"><i>Last pay period pay for salaried employees and 2 pay periods in arrears for hourly employees and ALL exceptions to pay (i.e. overtime, premiums, etc.)</i></p> <p>Create/Change/Approve:</p> <ol style="list-style-type: none"> 1. PHR Appointments 2. PHR Pay Adjustments 3. PHR Time Entry Adjustments <p><u>for current pay period</u></p> <p style="color: red;">View Pay Calculation Screen (Total Payroll) for current pay period (Available Day 4 thru Day 10)</p>	<p>Day 7</p> <p style="color: red;">Time Sheet Cut-Off Midnight for All employees (Salaried last pay period & Hourly are last pay period.)</p> <p style="color: red;"><u>Hourly time records that are not approved will result in hourly employees not getting paid.</u></p>
<p>Day 8</p>	<p>Day 9</p> <p>Create/Change/Approve:</p> <ol style="list-style-type: none"> 1. PHR Appointments 2. PHR Pay Adjustments 3. PHR Time Entry Adjustments <p><u>for current pay period</u></p> <p style="color: red;">View Pay Calculation Screen (Total Payroll) for current pay period. (Available Day 4 thru Day 10)</p>	<p>Day 10</p> <p>Create/Change/Approve:</p> <ol style="list-style-type: none"> 1. PHR Appointments 2. PHR Pay Adjustments 3. PHR Time Entry Adjustments <p><u>for current pay period</u></p> <p style="color: red;">PHR Transactions/Time Entry Adjustments must be approved by midnight for current pay period</p> <p style="color: red;">View Pay Calculation Screen (Total Payroll) for current pay period. (Available Day 4 thru Day 10)</p>	<p>Day 11</p> <p style="color: red;">UNIT APPROVES TOTAL PAYROLL (PAY CALCULATION SCREEN) BETWEEN 7AM – MIDNIGHT</p> <p>Create/Change/Approve:</p> <ol style="list-style-type: none"> 1. PHR Appointments 2. PHR Pay Adjustments 3. PHR Time Entry Adjustments <p><u>for next pay period</u></p>	<p>Day 12</p> <p style="color: red;">UNIT APPROVES TOTAL PAYROLL (PAY CALCULATION SCREEN) BETWEEN 7AM – NOON</p> <p>Create/Change/Approve:</p> <ol style="list-style-type: none"> 1. PHR Appointments 2. PHR Pay Adjustments 3. PHR Time Entry Adjustments <p><u>for next pay period</u></p>	<p>Day 13</p> <p>Create/Change/Approve:</p> <ol style="list-style-type: none"> 1. PHR Appointments 2. PHR Pay Adjustments 3. PHR Time Entry Adjustments <p><u>for next pay period.</u></p>	<p>Day 14</p> <p>PAY PERIOD ENDS</p>