| [◄ August](#August_2024) | **September 2024** | | | | | [October ►](#October_2024" \o "Jump to October) |
| --- | --- | --- | --- | --- | --- | --- |
| **Sun** | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** |
| 1 | 2  **Pay Day – MF/BF & M083124**  **HOLIDAY**  Absences are finalized @ 12:00 for B083124 week 1 – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards.* | 3  ***B083124 – FINAL – NO TRIALS***  Confirm, Distribute & Encumb run.  Create ck/adv files | 4  Absences are finalized @ 12:00 for B091024 week 1 – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards.*  Run Leave Accruals | 5 | 6  **Pay Day – B082724**  Run Reallocation Process.  ePAR cutoff for B091024 | 7 |
| 8 | 9  Off-cycle Opens for MF/BF091024 | 10  B091024 – Period ends & paylines are created  Off-cycle Closes for MF/BF091024 @ 3:00 pm. (only ePAR’s executed through 9/9/24 are picked up in this cycle) | 11  Absences are finalized @ 12:00 for B091024 week 2 – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards.* | 12  ***B091024 – Initial Trial***  + Run & review trial  + Process corrections  + Time Admin run at  12:00 & 3:00 | 13  Run Reallocation Process.  ***B091024 - 2nd Trial***  Last corrections by 2:00  TL Last Load @ 5:00.  + Time Admin runs at  12:00 & 3:00  ePAR cutoff for M093024 | 14 |
| 15 | 16  **Pay Day – MF/BF091024**  ***B091024 - FINAL***  Confirm, Distribute & Encumb run.  Create ck/adv files | 17  Run your final reports for B091024  M093024 Paylines are created.  Absences are finalized @ 12:00 for M093024 approve before 12:00. – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards* | 18  Absences are finalized @ 12:00 for B092424 week 1 – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards.* | 19  ***M093024 – Trial***  + Run & review trial  + Process corrections | 20  **Pay Day – B083124 & B091024**  Run Reallocation Process.  ***M093024 - FINAL***  Confirm, Distribute & Encumb run.  Create ck/adv files  ePAR cutoff for B092424 | 21 |
| 22 | 23  Run your final reports for M093024  Off-cycle Opens for MF/BF092324 | 24  B092424 – Period ends & paylines are created  Off-cycle Closes for MF/BF092324 @ 3:00 pm. (only ePAR’s executed through 9/23/24 are picked up in this cycle) | 25  Absences are finalized @ 12:00 for B092424 week 2 – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards.* | 26  ***B092424 – Initial Trial***  + Run & review trial  + Process corrections  + Time Admin run at  12:00 & 3:00 | 27  Run Reallocation Process.  ***B092424 - 2nd Trial***  Last corrections by 2:00  TL Last Load @ 5:00.  + Time Admin runs at  12:00 & 3:00 | 28 |
| 29 | 30  ***B092424 - FINAL***  Confirm, Distribute & Encumb run.  Create ck/adv files |  | | | | |

| [◄ September](#September_2024) | **October 2024** | | | | | [November ►](#November_2024" \o "Jump to November) |
| --- | --- | --- | --- | --- | --- | --- |
| **Sun** | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** |
|  |  | 1  **Pay Day – MF/BF092324 & M093024**  Run your final reports for B092424  Run Leave Accruals | 2  Absences are finalized @ 12:00 for B100824 week 1 – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards.* | 3 | 4  **Pay Day – B092424**  Run Reallocation Process.  ePAR cutoff for B100824 | 5 |
| 6 | 7  Off-cycle Opens for MF/BF100824 | 8  B100824 – Period ends & paylines are created  Off-cycle Closes for MF/BF100824 @ 3:00 pm. (only ePAR’s executed through 10/07/24 are picked up in this cycle) | 9  Absences are finalized @ 12:00 for B100824 week 2 – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards.* | 10  ***B100824 – Initial Trial***  + Run & review trial  + Process corrections  + Time Admin run at  12:00 & 3:00 | 11  Run Reallocation Process.  ***B100824 - 2nd Trial***  Last corrections by 2:00  TL Last Load @ 5:00.  + Time Admin runs at  12:00 & 3:00 | 12 |
| 13 | 14  ***B100824 - FINAL***  Confirm, Distribute & Encumb run.  Create ck/adv files | 15  **Pay Day – MF/BF100824**  Run your final reports for B100824  ePAR cutoff for M103124 | 16  Absences are finalized @ 12:00 for B102224 week 1 – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards.* | 17  M103124 Paylines are created.  Absences are finalized @ 12:00 for M103124 approve before 12:00. – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards* | 18  **Pay Day – B100824**  Run Reallocation Process.  ePAR cutoff for B102224 | 19 |
| 20 | 21  ***M103124 - FINAL***  Confirm, Distribute & Encumb run.  Create ck/adv files  Off-cycle Opens for MF/BF102224 | 22  B102224 – Period ends & paylines are created  Run your final reports for M103124  Off-cycle Closes for MF/BF102224 @ 3:00 pm. (only ePAR’s executed through 10/21/24 are picked up in this cycle) | 23  Absences are finalized @ 12:00 for B102224 week 2 – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards.* | 24  ***B102224 – Initial Trial***  + Run & review trial  + Process corrections  + Time Admin run at  12:00 & 3:00 | 25  Run Reallocation Process.  ***B102224 - 2nd Trial***  Last corrections by 2:00  TL Last Load @ 5:00.  + Time Admin runs at  12:00 & 3:00 | 26 |
| 27 | 28  ***B102224 - FINAL***  Confirm, Distribute & Encumb run.  Create ck/adv files | 29  Run your final reports for B102224 | 30  Absences are finalized @ 12:00 for B110524 week 1 – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards.* | 31 |  | |

| [◄ October](#October_2024) | **November 2024** | | | | | [December ►](#December_2024" \o "Jump to December) |
| --- | --- | --- | --- | --- | --- | --- |
| **Sun** | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** |
|  |  |  |  |  | 1  **Pay Day – B102224 & M103124 & MF/BF102224**  Run Reallocation Process.  Run Leave Accruals  ePAR cutoff for B110524 | 2 |
| 3 | 4 | 5  B110524 – Period ends & paylines are created | 6  Absences are finalized @ 12:00 for B110524 week 2 – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards.* | 7  ***B110524 – Initial Trial***  + Run & review trial  + Process corrections  + Time Admin run at  12:00 & 3:00 | 8  Run Reallocation Process.  ***B110524 - 2nd Trial***  Last corrections by 2:00  TL Last Load @ 5:00.  + Time Admin runs at  12:00 & 3:00 | 9 |
| 10 | 11  ***B110524 - FINAL***  Confirm, Distribute & Encumb run.  Create ck/adv files  Off-cycle Open for MF/BF111224 | 12  Run your final reports for B110524  Off-cycle Closes for MF/BF111224 @ 3:00 pm. (only ePAR’s executed through 11/11/24 are picked up in this cycle)  ePAR cutoff for M113024 | 13  Absences are finalized @ 12:00 for B111924 week 1 – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards.* | 14  M113024 Paylines are created.  Absences are finalized @ 12:00 for M113024 approve before 12:00. – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards* | 15  **Pay Day – B110524 & MF/BF111224**  Run Reallocation Process.  ePAR cutoff for B111924 | 16 |
| 17 | 18  ***M113024 - FINAL***  Confirm, Distribute & Encumb run.  Create ck/adv files | 19  B111924 – Period ends & paylines are created  Run your final reports for M113024 | 20  Absences are finalized @ 12:00 for B111924 week 2 – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards.* | 21  ***B111924 – Initial Trial***  + Run & review trial  + Process corrections  + Time Admin run at  12:00 & 3:00 | 22  Run Reallocation Process.  ***B111924 - 2nd Trial***  Last corrections by 2:00  TL Last Load @ 5:00.  + Time Admin runs at  12:00 & 3:00 | 23 |
| 24 | 25  ***B111924 - FINAL***  Confirm, Distribute & Encumb run.  Create ck/adv files  Off-cycle Opens for MF/BF112624 | 26  Run your final reports for B111924  Off-cycle Closes for MF/BF1126224 @ 3:00 pm. (only ePAR’s executed through 11/25/24 are picked up in this cycle) | 27  Absences are finalized @ 12:00 for B120324 week 1 – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards.*  Run Reallocation Process.  ePAR cutoff for B120324 | 28  **HOLIDAY** | 29  **Pay Day – B111924**  **HOLIDAY** | 30 |

| [◄ November](#November_2024) | **December 2024** | | | | | [January ►](https://www.wincalendar.com/Holiday-Calendar/January-2025" \o "January 2025) |
| --- | --- | --- | --- | --- | --- | --- |
| **Sun** | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** |
| 1 | 2  **Pay Day – MF/BF112624 & M113024**  Run Leave Accruals | 3  B120324 – Period ends & paylines are created | 4  Absences are finalized @ 12:00 for B120324 week 2 – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards.* | 5  ***B120324 – Initial Trial***  + Run & review trial  + Process corrections  + Time Admin run at  12:00 & 3:00 | 6  Run Reallocation Process.  ***B120324 - 2nd Trial***  Last corrections by 2:00  TL Last Load @ 5:00.  + Time Admin runs at  12:00 & 3:00 | 7 |
| 8 | 9  ***B120324 - FINAL***  Confirm, Distribute & Encumb run.  Create ck/adv files | 10  Run your final reports for B120324  Off-cycle Opens for MF/BF121024 | 11  Absences are finalized @ 12:00 for B121724 week 1 – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards.*  Off-cycle Closes for MF/BF121024 @ 3:00 pm. (only ePAR’s executed through 12/10/24 are picked up in this cycle) | 12  ePAR cutoff for M123124 | 13  **Pay Day – B120324**  Run Reallocation Process.  ePAR cutoff for B121724 | 14 |
| 15 | 16  **Pay Day – MF/BF121024**  M123124 Paylines are created.  Absences are finalized @ 12:00 for M123124 approve before 12:00. – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards* | 17  B121724 – Period ends & paylines are created  ***M123124 – Trial***  + Run & review trial  + Process corrections | 18  Absences are finalized @ 12:00 for B121724 week 2 – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards.* | 19  ***B121724 – Initial Tria – NO 2nd Triall***  + Run & review trial  + Process corrections  + Time Admin run at  12:00 & 3:00  ***M123124 - FINAL***  Confirm, Distribute & Encumb run.  Create ck/adv files  ePAR cutoff for B122324 | 20  Run Reallocation Process.  ***B121724 - FINAL***  Confirm, Distribute & Encumb run.  Create ck/adv files  Run your final reports for M123124 | 21 |
| 22 | 23  Run your final reports for B121724  **HOLIDAY** | 24  **HOLIDAY** | 25  Absences are finalized @ 12:00 for B123124 week 1 – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards.*  **HOLIDAY** | 26  **HOLIDAY** | 27  **Pay Day – B121724**  **HOLIDAY** | 28 |
| 29 | 30  **HOLIDAY** | 31  B123124 – Period ends & paylines are created  **HOLIDAY** |  | | | |

| [◄ December](https://www.wincalendar.com/Holiday-Calendar/December-2024" \o "December 2024) | **January 2025** | | | | | [February ►](#February_2025" \o "Jump to February) |
| --- | --- | --- | --- | --- | --- | --- |
| **Sun** | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** |
|  |  |  | 1  **HOLIDAY**  Absences are finalized @ 12:00 for B123124 week 2 – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards.* | 2  **Pay Day – M123124**  ***B123124 – Initial Trial***  + Run & review trial  + Process corrections  + Time Admin run at  12:00 & 3:00 | 3  Run Reallocation Process.  ***B123124 - 2nd Trial***  Last corrections by 2:00  TL Last Load @ 5:00.  + Time Admin runs at  12:00 & 3:00 | 4 |
| 5 | 6  ***B123124 - FINAL***  Confirm, Distribute & Encumb run.  Create ck/adv files | 7  Run your final reports for B123124  Run Leave Accruals  Off-cycle Opens for MF/BF010725 | 8  Absences are finalized @ 12:00 for B011425 week 1 – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards.* | 9  ePAR cutoff for B011425  Off-cycle Closes for MF/BF010725 @ 3:00 pm. (only ePAR’s executed through 1/8/25 are picked up in this cycle) | 10  **Pay Day – B123124**  Run Reallocation Process.  ePAR cutoff for M013125 | 11 |
| 12 | 13 | 14  B011425 – Period ends & paylines are created  M013125 Paylines are created.  Absences are finalized @ 12:00 for M013125 approve before 12:00. – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards* | 15  **Pay Day – MF/BF010725**  Absences are finalized @ 12:00 for B011425 week 2 – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards.* | 16  ***B011425 – Initial Trial – NO 2nd Trial***  + Run & review trial  + Process corrections  + Time Admin run at  12:00 & 3:00  ***M013125 – Trial***  + Run & review trial  + Process corrections | 17  Run Reallocation Process.  ***B011425 - FINAL***  Confirm, Distribute & Encumb run.  Create ck/adv files | 18 |
| 19 | 20  **HOLIDAY** | 21  Run your final reports for B011425  ***M013125 - FINAL***  Confirm, Distribute & Encumb run.  Create ck/adv files | 22  Absences are finalized @ 12:00 for B012825 week 1 – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards.*  Run your final reports for B013125 | 23 | 24  **Pay Day – B011425**  Run Reallocation Process.  ePAR cutoff for B012825 | 25 |
| 26 | 27  Off-cycle Opens for MF/BF012725 | 28  B012825 – Period ends & paylines are created  Off-cycle Closes for MF/BF012725 @ 3:00 pm. (only ePAR’s executed through 1/27/25 are picked up in this cycle) | 29  Absences are finalized @ 12:00 for B012825 week 2 – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards.* | 30  ***B012825 – Initial Trial***  + Run & review trial  + Process corrections  + Time Admin run at  12:00 & 3:00 | 31  Run Reallocation Process.  ***B012825 - 2nd Trial***  Last corrections by 2:00  TL Last Load @ 5:00.  + Time Admin runs at  12:00 & 3:00 |  |

| [◄ January](#January_2025) | **February 2025** | | | | | [March ►](#March_2025" \o "Jump to March) |
| --- | --- | --- | --- | --- | --- | --- |
| **Sun** | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** |
|  |  |  |  |  |  | 1 |
| 2 | 3  **Pay Day – MF/BF012725 & M013125**  ***B012825 - FINAL***  Confirm, Distribute & Encumb run.  Create ck/adv files | 4  Run your final reports for B012825  Run Leave Accruals | 5  Absences are finalized @ 12:00 for B021125 week 1 – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards.* | 6  Off-cycle Opens for MF/BF020625 | 7  **Pay Day – B012825**  Run Reallocation Process.  ePAR cutoff for B021125 | 8 |
| 9 | 10 | 11  B021125 – Period ends & paylines are created  Off-cycle Closes for MF/BF020625 @ 3:00 pm. (only ePAR’s executed through 2/10/25 are picked up in this cycle) | 12  Absences are finalized @ 12:00 for B021125 week 2 – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards.* | 13  ***B021125 – Initial Trial***  + Run & review trial  + Process corrections  + Time Admin run at  12:00 & 3:00 | 14  Run Reallocation Process.  ***B021125 - 2nd Trial***  Last corrections by 2:00  TL Last Load @ 5:00.  + Time Admin runs at  12:00 & 3:00  ePAR cutoff for M022825 | 15 |
| 16 | 17  **Pay Day – MF/BF020625**  ***B021125 - FINAL***  Confirm, Distribute & Encumb run.  Create ck/adv files | 18  Run your final reports for B021125  M022825 Paylines are created.  Absences are finalized @ 12:00 for M022825 approve before 12:00. – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards* | 19  Absences are finalized @ 12:00 for B022525 week 1 – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards.*  ***M022825 – Trial***  + Run & review trial  + Process corrections | 20  ***M022825 - FINAL***  Confirm, Distribute & Encumb run.  Create ck/adv files | 21  **Pay Day – B021125**  Run Reallocation Process.  Run your final reports for M022825  ePAR cutoff for B022525 | 22 |
| 23 | 24  Off-cycle Opens for MF/BF022425 | 25  B022525 – Period ends & paylines are created  Off-cycle Closes for MF/BF022425 @ 3:00 pm. (only ePAR’s executed through 2/24/25 are picked up in this cycle) | 26  Absences are finalized @ 12:00 for B022525 week 2 – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards.* | 27  ***B022525 – Initial Trial***  + Run & review trial  + Process corrections  + Time Admin run at  12:00 & 3:00 | 28  Run Reallocation Process.  ***B022525 -- 2nd Trial***  Last corrections by 2:00  TL Last Load @ 5:00.  + Time Admin runs at  12:00 & 3:00 |  |

| [◄ February](#February_2025) | **March 2025** | | | | | [April ►](#April_2025" \o "Jump to April) |
| --- | --- | --- | --- | --- | --- | --- |
| **Sun** | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** |
|  |  |  |  |  |  | 1 |
| 2 | 3  **Pay Day – MF/BF022425 & M022825**  ***B022525 - FINAL***  Confirm, Distribute & Encumb run.  Create ck/adv files | 4  Run your final reports for B022525  Run Leave Accruals | 5  Absences are finalized @ 12:00 for B031125 week 1 – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards.* | 6  Off-cycle Opens for MF/BF030625 | 7  **Pay Day – B022525**  Run Reallocation Process.  ePAR cutoff for B031125 | 8 |
| 9 | 10 | 11  B031125 – Period ends & paylines are created  Off-cycle Closes for MF/BF030625 @ 3:00 pm. (only ePAR’s executed through 3/10/25 are picked up in this cycle) | 12  Absences are finalized @ 12:00 for B031125 week 2 – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards.* | 13  ***B031125 – Initial Trial***  + Run & review trial  + Process corrections  + Time Admin run at  12:00 & 3:00 | 14  Run Reallocation Process.  ***B031125 - 2nd Trial***  Last corrections by 2:00  TL Last Load @ 5:00.  + Time Admin runs at  12:00 & 3:00  ePAR cutoff for M033125 | 15 |
| 16 | 17  **Pay Day – MF/BF030625**  ***B031125 - FINAL***  Confirm, Distribute & Encumb run.  Create ck/adv files | 18  Run your final reports for B031125  M033125 Paylines are created.  Absences are finalized @ 12:00 for M033125 approve before 12:00. – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards* | 19  Absences are finalized @ 12:00 for B032525 week 1 – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards.*  ***M033125 – Trial***  + Run & review trial  + Process corrections | 20  ***M033125 - FINAL***  Confirm, Distribute & Encumb run.  Create ck/adv files | 21  **Pay Day – B031125**  Run Reallocation Process.  Run your final reports for M033125  ePAR cutoff for B032525 | 22 |
| 23 | 24  Off-cycle Opens for MF/BF032425 | 25  B032525 – Period ends & paylines are created  Off-cycle Closes for MF/BF032425 @ 3:00 pm. (only ePAR’s executed through 3/24/25 are picked up in this cycle) | 26  Absences are finalized @ 12:00 for B032525 week 2 – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards.* | 27  ***B032525 – Initial Trial***  + Run & review trial  + Process corrections  + Time Admin run at  12:00 & 3:00 | 28  Run Reallocation Process.  ***B032525 - 2nd Trial***  Last corrections by 2:00  TL Last Load @ 5:00.  + Time Admin runs at  12:00 & 3:00 | 29 |
| 30 | 31  ***B032525 - FINAL***  Confirm, Distribute & Encumb run.  Create ck/adv files |  | | | | |

| [◄ March](#March_2025) | **April 2025** | | | | | [May ►](#May_2025" \o "Jump to May) |
| --- | --- | --- | --- | --- | --- | --- |
| **Sun** | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** |
|  |  | 1  **Pay Day – MF/BF032425 & M043025**  Run your final reports for B032525  Run Leave Accruals | 2  Absences are finalized @ 12:00 for B040825 week 1 – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards.* | 3  Off-cycle Opens for MF/BF040325 | 4  **Pay Day – B032525**  Run Reallocation Process.  ePAR cutoff for B040825 | 5 |
| 6 | 7 | 8  B040825 – Period ends & paylines are created  Off-cycle Closes for MF/BF040325 @ 3:00 pm. (only ePAR’s executed through 4/7/25 are picked up in this cycle) | 9  Absences are finalized @ 12:00 for B040825 week 2 – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards.* | 10  ***B040825 – Initial Trial***  + Run & review trial  + Process corrections  + Time Admin run at  12:00 & 3:00 | 11  Run Reallocation Process.  ***B040825 - 2nd Trial***  Last corrections by 2:00  TL Last Load @ 5:00.  + Time Admin runs at  12:00 & 3:00 | 12 |
| 13 | 14  ***B040825 - FINAL***  Confirm, Distribute & Encumb run.  Create ck/adv files | 15  **Pay Day – MF/BF040325**  Run your final reports for B040825  ePAR cutoff for M043025 | 16  Absences are finalized @ 12:00 for B042225 week 1 – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards.* | 17  M043025 Paylines are created.  Absences are finalized @ 12:00 for M043025 approve before 12:00. – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards* | 18  **Pay Day – B040825**  Run Reallocation Process.  ***M043025 – Trial***  + Run & review trial  + Process corrections  ePAR cutoff for B042225 | 19 |
| 20 | 21  ***M043025 - FINAL***  Confirm, Distribute & Encumb run.  Create ck/adv files  Off-cycle Opens for MF/BF042225 | 22  B042225 – Period ends & paylines are created  Run your final reports for M043025  Off-cycle Closes @ 3:00pm for MF/BF042225  (only ePAR’s executed through 4/21/25 are picked up in this cycle) | 23  Absences are finalized @ 12:00 for B042225 week 2 – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards.* | 24  ***B042225 – Initial Trial***  + Run & review trial  + Process corrections  + Time Admin run at  12:00 & 3:00 | 25  Run Reallocation Process.  ***B042225 - 2nd Trial***  Last corrections by 2:00  TL Last Load @ 5:00.  + Time Admin runs at  12:00 & 3:00 | 26 |
| 27 | 28  ***B042225 - FINAL***  Confirm, Distribute & Encumb run.  Create ck/adv files | 29  Run your final reports for B042225 | 30  Absences are finalized @ 12:00 for B050625 week 1 – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards.* |  | | |

| [◄ April](#April_2025) | **May 2025** | | | | | [June ►](#June_2025" \o "Jump to June) |
| --- | --- | --- | --- | --- | --- | --- |
| **Sun** | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** |
|  |  |  |  | 1  **Pay Day – MF/BF042225 & M043025**  Run Leave Accruals | 2  **Pay Day – B042225**  Run Reallocation Process.  ePAR cutoff for B050625 | 3 |
| 4 | 5  Off-cycle Opens for MF/BF050525 | 6  B050625 – Period ends & paylines are created  Off-cycle Closes @ 3:00pm for MF/BF050525  (only ePAR’s executed through 5/5/25 are picked up in this cycle) | 7  Absences are finalized @ 12:00 for B050625 week 2 – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards.* | 8  ***B050625 – Initial Trial***  + Run & review trial  + Process corrections  + Time Admin run at  12:00 & 3:00 | 9  Run Reallocation Process.  ***B050625 - 2nd Trial***  Last corrections by 2:00  TL Last Load @ 5:00.  + Time Admin runs at  12:00 & 3:00 | 10 |
| 11 | 12  ***B050625 - FINAL***  Confirm, Distribute & Encumb run.  Create ck/adv files | 13  Run your final reports for B050625 | 14  Absences are finalized @ 12:00 for B052025 week 1 – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards.*  ePAR cutoff for M053125 | 15  **Pay Day – MF/BF050625** | 16  **Pay Day – B050625**  Run Reallocation Process.  M053125 Paylines are created.  Absences are finalized @ 12:00 for M053125 approve before 12:00. – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards*  ePAR cutoff for B052025 | 17 |
| 18 | 19  ***M053125 – Trial***  + Run & review trial  + Process corrections | 20  B052025 – Period ends & paylines are created  ***M053125 - FINAL***  Confirm, Distribute & Encumb run.  Create ck/adv files | 21  Absences are finalized @ 12:00 for B052025 week 2 – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards.*  Run your final reports for M053125 | 22  ***B052025 – Initial Trial – NO 2nd Trial***  + Run & review trial  + Process corrections  + Time Admin run at  12:00 & 3:00 | 23  Run Reallocation Process.  ***B052025 - FINAL***  Confirm, Distribute & Encumb run.  Create ck/adv files | 24 |
| 25 | 26  **HOLIDAY** | 27  Run your final reports for B052025  Off-cycle Opens for MF/BF052725 | 28  Absences are finalized @ 12:00 for B060325 week 1 – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards.*  Off-cycle Closes @ 3:00pm for MF/BF052725  (only ePAR’s executed through 5/27/25 are picked up in this cycle) | 29 | 30  **Pay Day – B052025**  Run Reallocation Process.  ePAR cutoff for B060325 | 31 |

| [◄ May](#May_2025) | **June 2025** | | | | | [July ►](#July_2025" \o "Jump to July) |
| --- | --- | --- | --- | --- | --- | --- |
| **Sun** | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** |
| 1 | 2  **Pay Day – MF/BF052725 & M053122**  Run Leave Accruals | 3  B060325 – Period ends & paylines are created | 4  Absences are finalized @ 12:00 for B060325 week 2 – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards.* | 5  ***B060325 – Initial Trial***  + Run & review trial  + Process corrections  + Time Admin run at  12:00 & 3:00 | 6  Run Reallocation Process.  ***B060325 - 2nd Trial***  Last corrections by 2:00  TL Last Load @ 5:00.  + Time Admin runs at  12:00 & 3:00 | 7 |
| 8 | 9  ***B060325 - FINAL***  Confirm, Distribute & Encumb run.  Create ck/adv files | 10  Run your final reports for B060325  Off-cycle Opens for MF/BF061025 | 11  Absences are finalized @ 12:00 for B061725 week 1 – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards.*  Off-cycle Closes @ 3:00pm for MF/BF061025  (only ePAR’s executed through 6/10/25 are picked up in this cycle) | 12  ePAR cutoff for M063025 | 13  **Pay Day – B060325**  Run Reallocation Process.  ePAR cutoff for B061725 | 14 |
| 15 | 16  **Pay Day – MF/BF060325**  M063025 Paylines are created.  Absences are finalized @ 12:00 for M063025 approve before 12:00. – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards* | 17  B061725 – Period ends & paylines are created  ***M063025 – Trial***  + Run & review trial  + Process corrections | 18  Absences are finalized @ 12:00 for B061725 week 2 – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards.*  ***M063025 - FINAL***  Confirm, Distribute & Encumb run.  Create ck/adv files | 19  **HOLIDAY** | 20  Run Reallocation Process.  ***B061725 – Initial Trial – NO 2nd Trial***  + Run & review trial  + Process corrections  + Time Admin run at  12:00 & 3:00  Run your final reports for M063025 | 21 |
| 22 | 23  ***B061725 - FINAL***  Confirm, Distribute & Encumb run.  Create ck/adv files | 24  Run your final reports for B061725  Off-cycle Opens for MF/BF062425 | 25  Absences are finalized @ 12:00 for B070125 week 1 – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards.* | 26  Off-cycle Closes @ 3:00pm for MF/BF062425  (only ePAR’s executed through 6/25/25 are picked up in this cycle) | 27  **Pay Day – B061725**  Run Reallocation Process.  ePAR cutoff for B070125 | 28 |
| 29 | 30 |  | | | | |

| [◄ June](#June_2025) | **July 2025** | | | | | [August ►](#August_2025" \o "Jump to August) |
| --- | --- | --- | --- | --- | --- | --- |
| **Sun** | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** |
|  |  | 1  **Pay Day – MF/BF062425 & M063025**  B070125 – Period ends & paylines are created  Run Leave Accruals | 2  Absences are finalized @ 12:00 for B070125 week 2 – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards.* | 3  ***B070125 – Initial Trial – NO 2nd Trial***  + Run & review trial  + Process corrections  + Time Admin run at  12:00 & 3:00  Run Reallocation Process. | 4  **HOLIDAY** | 5 |
| 6 | 7  ***B070125 - FINAL***  Confirm, Distribute & Encumb run.  Create ck/adv files | 8  Run your final reports for B070125  Off-cycle Opens for MF/BF070825 | 9  Absences are finalized @ 12:00 for B071525 week 1 – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards.* | 10  Off-cycle Closes @ 3:00pm for MF/BF070825  (only ePAR’s executed through 7/9/25 are picked up in this cycle) | 11  **Pay Day – B070125**  Run Reallocation Process.  ePAR cutoff for B071525 | 12 |
| 13 | 14 | 15  **Pay Day – MF/BF070825**  B071525 – Period ends & paylines are created  ePAR cutoff for M073125 | 16  Absences are finalized @ 12:00 for B071525 week 2 – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards.* | 17  ***B071525 – Initial Trial***  + Run & review trial  + Process corrections  + Time Admin run at  12:00 & 3:00  M073125 Paylines are created.  Absences are finalized @ 12:00 for M073125 approve before 12:00. – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards* | 18  Run Reallocation Process.  ***B071525 - 2nd Trial***  Last corrections by 2:00  TL Last Load @ 5:00.  + Time Admin runs at  12:00 & 3:00  ***M073125 – Trial***  + Run & review trial  + Process corrections | 19 |
| 20 | 21  ***B071525 - FINAL***  Confirm, Distribute & Encumb run.  Create ck/adv files | 22  Run your final reports for B071525  ***M073125 - FINAL***  Confirm, Distribute & Encumb run.  Create ck/adv files | 23  Absences are finalized @ 12:00 for B072925 week 1 – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards.*  Run your final reports for M073125 | 24  Off-cycle Opens for MF/BF072425 | 25  **Pay Day – B071525**  Run Reallocation Process.  ePAR cutoff for B072925 | 26 |
| 27 | 28  Off-cycle Closes @ 3:00pm for MF/BF072925  (only ePAR’s executed through 7/27/25 are picked up in this cycle) | 29  B072925 – Period ends & paylines are created | 30  Absences are finalized @ 12:00 for B072925 week 1 – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards.* | 31  ***B072925 – Initial Trial***  + Run & review trial  + Process corrections  + Time Admin run at  12:00 & 3:00 |  | |

| [◄ July](#July_2025) | **August 2025** | | | | | [September ►](#September_2025" \o "Jump to September) |
| --- | --- | --- | --- | --- | --- | --- |
| **Sun** | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** |
|  |  |  |  |  | 1  **Pay Day – MF/BF072525**  **& M073125**  Run Reallocation Process.  ***B072925 - 2nd Trial***  Last corrections by 2:00  TL Last Load @ 5:00.  + Time Admin runs at  12:00 & 3:00 | 2 |
| 3 | 4  ***B072925 - FINAL***  Confirm, Distribute & Encumb run.  Create ck/adv files | 5  Run your final reports for B072925  Run Leave Accruals | 6  Absences are finalized @ 12:00 for B0081225 week 1 – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards.* | 7  Off-cycle Opens for MF/BF080725 | 8  **Pay Day – B072925**  Run Reallocation Process.  ePAR cutoff for B081225 | 9 |
| 10 | 11  Off-cycle Closes @ 3:00pm for MF/BF080725  (only ePAR’s executed through 8/10/25 are picked up in this cycle) | 12  B081225 – Period ends & paylines are created | 13  Absences are finalized @ 12:00 for B081225 week 2 – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards.* | 14  ***B081225 – Initial Trial***  + Run & review trial  + Process corrections  + Time Admin run at  12:00 & 3:00  ePAR cutoff for M083125 | 15  **Pay Day – MF/BF080725**  Run Reallocation Process.  ***B081225 - 2nd Trial***  Last corrections by 2:00  TL Last Load @ 5:00.  + Time Admin runs at  12:00 & 3:00 | 16 |
| 17 | 18  ***B081225 - FINAL***  Confirm, Distribute & Encumb run.  Create ck/adv files  M083125 Paylines are created.  Absences are finalized @ 12:00 for M083125 approve before 12:00. – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards* | 19  Run your final reports for B081225  ***M083125 – Trial***  + Run & review trial  + Process corrections | 20  Absences are finalized @ 12:00 for B082625 week 1 – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards.* | 21  ***M083125 - FINAL***  Confirm, Distribute & Encumb run.  Create ck/adv files | 22  **Pay Day – B081225**  Run Reallocation Process.  ePAR cutoff for B082625  Off-cycle Opens for MF/BF082525 | 23 |
| 24 | 25 | 26  B082625 – Period ends & paylines are created  Off-cycle Closes @ 3:00pm for MF/BF082625  (only ePAR’s executed through 8/25/25 are picked up in this cycle) | 27  Absences are finalized @ 12:00 for B082625 week 2 – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards.* | 28  ***B082625 – Initial Trial***  + Run & review trial  + Process corrections  + Time Admin run at  12:00 & 3:00 | 29  Run Reallocation Process.  ***B082625 - 2nd Trial***  Last corrections by 2:00  TL Last Load @ 5:00.  + Time Admin runs at  12:00 & 3:00 | 30 |
| 31 |  | | | | | |