| [◄ August](#August_2024) | **September 2024** | [October ►](#October_2024" \o "Jump to October) |
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| **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 createdOff-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 2:00TL Last Load @ 5:00.+ Time Admin runs at  12:00 & 3:00ePAR 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 B091024M093024 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 M093024Off-cycle Opens for MF/BF092324 | 24 B092424 – Period ends & paylines are createdOff-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 2:00TL 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) |
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| **Sun** | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** |
|  |  | 1 **Pay Day – MF/BF092324 & M093024**Run your final reports for B092424Run 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 createdOff-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 2:00TL 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 B100824ePAR 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 createdRun your final reports for M103124Off-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 2:00TL 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) |
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| **Sun** | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** |
|  |  |  |  |  | 1 **Pay Day – B102224 & M103124 & MF/BF102224**Run Reallocation Process.Run Leave AccrualsePAR 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 2:00TL Last Load @ 5:00.+ Time Admin runs at  12:00 & 3:00 | 9  |
| 10  | 11 ***B110524 - FINAL***Confirm, Distribute & Encumb run. Create ck/adv filesOff-cycle Open for MF/BF111224 | 12 Run your final reports for B110524Off-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 createdRun 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 2:00TL Last Load @ 5:00.+ Time Admin runs at  12:00 & 3:00 | 23  |
| 24  | 25 ***B111924 - FINAL***Confirm, Distribute & Encumb run. Create ck/adv filesOff-cycle Opens for MF/BF112624 | 26 Run your final reports for B111924Off-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%22%20%5Co%20%22January%202025) |
| --- | --- | --- |
| **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 2:00TL 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 B120324Off-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 filesRun 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%22%20%5Co%20%22December%202024) | **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 2:00TL 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 B123124Run Leave AccrualsOff-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 B011425Off-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 createdM013125 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 createdOff-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 2:00TL Last Load @ 5:00.+ Time Admin runs at  12:00 & 3:00 |  |

| [◄ January](#January_2025) | **February 2025** | [March ►](#March_2025" \o "Jump to March) |
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| **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 B012825Run 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 createdOff-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 2:00TL Last Load @ 5:00.+ Time Admin runs at  12:00 & 3:00ePAR 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 B021125M022825 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 M022825ePAR cutoff for B022525 | 22  |
| 23  | 24 Off-cycle Opens for MF/BF022425 | 25 B022525 – Period ends & paylines are createdOff-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 2:00TL Last Load @ 5:00.+ Time Admin runs at  12:00 & 3:00 |  |

| [◄ February](#February_2025) | **March 2025** | [April ►](#April_2025" \o "Jump to April) |
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| **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 B022525Run 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 createdOff-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 2:00TL Last Load @ 5:00.+ Time Admin runs at  12:00 & 3:00ePAR 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 B031125M033125 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 M033125ePAR cutoff for B032525 | 22  |
| 23  | 24 Off-cycle Opens for MF/BF032425 | 25 B032525 – Period ends & paylines are createdOff-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 2:00TL 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) |
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| **Sun** | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** |
|  |  | 1 **Pay Day – MF/BF032425 & M043025**Run your final reports for B032525Run 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 createdOff-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 2:00TL 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 B040825ePAR 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 correctionsePAR 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 createdRun your final reports for M043025Off-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 2:00TL 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 createdOff-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 2:00TL 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 B052025Off-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) |
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| **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 2:00TL 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 B060325Off-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 & 3:00Run your final reports for M063025 | 21  |
| 22  | 23 ***B061725 - FINAL***Confirm, Distribute & Encumb run. Create ck/adv files | 24 Run your final reports for B061725Off-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) |
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| **Sun** | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** |
|  |  | 1 **Pay Day – MF/BF062425 & M063025**B070125 – Period ends & paylines are createdRun 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 & 3:00Run Reallocation Process. | 4 **HOLIDAY** | 5  |
| 6  | 7 ***B070125 - FINAL***Confirm, Distribute & Encumb run. Create ck/adv files | 8 Run your final reports for B070125Off-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 createdePAR 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 & 3:00M073125 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 2:00TL 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) |
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| **Sun** | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** |
|  |  |  |  |  | 1 **Pay Day – MF/BF072525****& M073125**Run Reallocation Process.***B072925 - 2nd Trial***Last corrections by 2:00TL 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 B072925Run 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 & 3:00ePAR cutoff for M083125 | 15 **Pay Day – MF/BF080725**Run Reallocation Process.***B081225 - 2nd Trial***Last corrections by 2:00TL Last Load @ 5:00.+ Time Admin runs at  12:00 & 3:00 | 16  |
| 17  | 18 ***B081225 - FINAL***Confirm, Distribute & Encumb run. Create ck/adv filesM083125 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 B082625Off-cycle Opens for MF/BF082525 | 23  |
| 24  | 25  | 26 B082625 – Period ends & paylines are createdOff-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 2:00TL Last Load @ 5:00.+ Time Admin runs at  12:00 & 3:00 | 30  |
| 31  |  |