| [◄ August](#August_2023) | **September 2023** | | | | | [October ►](#October_2023" \o "Jump to October) |
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| **Sun** | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** |
|  |  |  |  |  | 1  **Pay Day – MF/BF0082823 & M083123**  ***B083123 – FINAL – NO TRIALS***  Confirm, Distribute & Encumb run.  Create ck/adv files  Run Reallocation Process. | 2 |
| 3 | 4  **HOLIDAY** | 5  Run Leave Accruals | 6  Absences are finalized @ 12:00 for B091223 week 1 – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards.*  Initial Encumbrances are ran | 7 | 8  **Pay Day – B082923**  Run Reallocation Process.  ePAR cutoff for B091223 | 9 |
| 10 | 11  Off-cycle for MF/BF091123 | 12  B091223 – Period ends & paylines are created. | 13  Absences are finalized @ 12:00 for B091223 week 2 – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards.* | 14  ***B091223 – Initial Trial***  + Run & review trial  + Process corrections  + Time Admin run at  12:00 & 3:00 | 15  **Pay Day – MF/BF0090723**  ***B091223 - 2nd Trial***  Last corrections by 2:00  TL Last Load @ 5:00.  + Time Admin runs at  12:00 & 3:00  Run Reallocation Process.  ePAR cutoff for M093023 | 16 |
| 17 | 18  ***B091223 - FINAL***  Confirm, Distribute & Encumb run.  Create ck/adv files | 19  Run your final reports for B091223  M093023 Paylines are created.  Absences are finalized @ 12:00 for M093023 approve before 12:00. – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards.* | 20  Absences are finalized @ 12:00 for B092623 week 1 – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards.* | 21  ***M093023 – Trial***  + Run & review trial  + Process corrections | 22  **Pay Day – B083123, B091223**  ***M093023 - FINAL***  Confirm, Distribute & Encumb run.  Create ck/adv files.  Run Reallocation Process.  ePAR cutoff for B092623 | 23 |
| 24 | 25  Off-cycle for MF/BF092523  Run your final reports for M093023 | 26  B092623 – Period ends & paylines are created | 27  Absences are finalized @ 12:00 for B092323 week 2 – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards.* | 28  ***B092623 – Initial Trial***  + Run & review trial  + Process corrections  + Time Admin run at  12:00 & 3:00 | 29  ***B092623 - 2nd Trial***  Last corrections by 2:00  TL Last Load @ 5:00.  + Time Admin runs at  12:00 & 3:00  Run Reallocation Process. | 30 |

| [◄ September](#September_2023) | **October 2023** | | | | | [November ►](#November_2023" \o "Jump to November) |
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| **Sun** | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** |
| 1 | 2  **Pay Day – M093023**  ***B092623 - FINAL***  Confirm, Distribute & Encumb run.  Create ck/adv files | 3  Run your final reports for B092623  Run Leave Accruals | 4  Absences are finalized @ 12:00 for B101023 week 1 – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards.* | 5 | 6  **Pay Day – MF/BF092523, B092623**  Run Reallocation Process.  ePAR cutoff for B101023 | 7 |
| 8 | 9  Off-cycle for MF/BF100923 | 10  B101023 – Period ends & paylines are created | 11  Absences are finalized @ 12:00 for B101023 week 2 – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards.* | 12  ***B101023 – Initial Trial***  + Run & review trial  + Process corrections  + Time Admin run at  12:00 & 3:00 | 13  ***B101023 - 2nd Trial***  Last corrections by 2:00  TL Last Load @ 5:00.  + Time Admin runs at  12:00 & 3:00  Run Reallocation Process.  ePAR cutoff for M103123 | 14 |
| 15 | 16  **Pay Day – MF/BF100923**  ***B101023 - FINAL***  Confirm, Distribute & Encumb run.  Create ck/adv files | 17  Run your final reports for B101023  M103123 Paylines are created.  Absences are finalized @ 12:00 for M103123 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 B102423 week 1 – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards.* | 19  ***M103123 – Trial***  + Run & review trial  + Process corrections | 20  **Pay Day – B101023**  Run Reallocation Process.  ePAR cutoff for B102423 | 21 |
| 22 | 23  ***M103123 - FINAL***  Confirm, Distribute & Encumb run.  Create ck/adv files. | 24  B102423 – Period ends & paylines are created  Run your final reports for M103123  Off-cycle for MF/BF102423 | 25  Absences are finalized @ 12:00 for B102423 week 2 – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards.* | 26  ***B102423 – Initial Trial***  + Run & review trial  + Process corrections  + Time Admin run at  12:00 & 3:00 | 27  ***B102423 - 2nd Trial***  Last corrections by 2:00  TL Last Load @ 5:00.  + Time Admin runs at  12:00 & 3:00  Run Reallocation Process. | 28 |
| 29 | 30  ***B102423 - FINAL***  Confirm, Distribute & Encumb run.  Create ck/adv files | 31  Run your final reports for B102423 |  | | | |

| [◄ October](#October_2023) | **November 2023** | | | | | [December ►](#December_2023" \o "Jump to December) |
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| **Sun** | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** |
|  |  |  | 1  **Pay Day – MF/BF102423 & M103123**  Absences are finalized @ 12:00 for B110723 week 1 – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards.*  Run Leave Accruals | 2 | 3  **Pay Day – B102423**  Run Reallocation Process.  ePAR cutoff for B110723 | 4 |
| 5 | 6  Off-cycle for MF/BF110623 | 7  B110723 – Period ends & paylines are created | 8  Absences are finalized @ 12:00 for B110723 week 2 – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards.* | 9  ***B110723 – Initial Trial***  + Run & review trial  + Process corrections  + Time Admin run at  12:00 & 3:00 | 10  ***B110723 - 2nd Trial***  Last corrections by 2:00  TL Last Load @ 5:00.  + Time Admin runs at  12:00 & 3:00  Run Reallocation Process.  ePAR cutoff for M113023 | 11 |
| 12 | 13  ***B110723 - FINAL***  Confirm, Distribute & Encumb run.  Create ck/adv files | 14  Run your final reports for B110723  M113023 Paylines are created.  Absences are finalized @ 12:00 for M113023 approve before 12:00. – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards.* | 15  **Pay Day – MF/BF110623**  Absences are finalized @ 12:00 for B112123 week 1 – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards.* | 16  ***M113023 – Trial***  + Run & review trial  + Process corrections | 17  **Pay Day – B110723**  Run Reallocation Process.  ePAR cutoff for B112123 | 18 |
| 19 | 20  ***M113023 - FINAL***  Confirm, Distribute & Encumb run.  Create ck/adv files | 21  B112123 – Period ends & paylines are created  Run your final reports for M113023 | 22  Absences are finalized @ 12:00 for B112123 week 2 – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards.*  Run Reallocation Process. | 23  **HOLIDAY** | 24  **HOLIDAY** | 25 |
| 26 | 27  ***B112123 – FINAL – NO TRIALS***  Confirm, Distribute & Encumb run.  Create ck/adv files | 28  Run your final reports for B112123  Off-cycle for MF/BF112823 | 29  Absences are finalized @ 12:00 for B120523 week 1 – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards.* | 30 |  | |

| [◄ November](#November_2023) | **December 2023** | | | | | [January ►](https://www.wincalendar.com/Holiday-Calendar/January-2024" \o "January 2024) |
| --- | --- | --- | --- | --- | --- | --- |
| **Sun** | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** |
|  |  |  |  |  | 1  **Pay Day – MF/BF112123 & M113023, B112123**  Run Reallocation Process.  Run Leave Accruals  ePAR cutoff for B120523 | 2 |
| 3 | 4  Off-cycle for MF/BF120423 | 5  B120523 – Period ends & paylines are created | 6  Absences are finalized @ 12:00 for B120523 week 2 – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards.* | 7  ***B120523 – Initial Trial***  + Run & review trial  + Process corrections  + Time Admin run at  12:00 & 3:00 | 8  ***B120523 - 2nd Trial***  Last corrections by 2:00  TL Last Load @ 5:00.  + Time Admin runs at  12:00 & 3:00  Run Reallocation Process  ePAR cutoff for M123123 | 9 |
| 10 | 11  ***B120523 - FINAL***  Confirm, Distribute & Encumb run.  Create ck/adv files | 12  Run your final reports for B120523  M123123 Paylines are created.  Absences are finalized @ 12:00 for M123123 approve before 12:00. – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards.* | 13  Absences are finalized @ 12:00 for B121923 week 1 – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards.* | 14  ***M123123 – Trial***  + Run & review trial  + Process corrections | 15  **Pay Day – MF/BF120423, B120523**  ***M123123 - FINAL***  Confirm, Distribute & Encumb run.  Create ck/adv files  Run Reallocation Process.  ePAR cutoff for B121923 | 16 |
| 17 | 18  Run your final reports for M123123 | 19  B121923 – Period ends & paylines are created | 20  Absences are finalized @ 12:00 for B121923 week 2 – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards.* | 21  ***B121923 – Initial Trial – NO 2nd Trial***  + Run & review trial  + Process corrections  + Time Admin run at  12:00 & 3:00 | 22  ***B121923 - FINAL***  Confirm, Distribute & Encumb run.  Create ck/adv files  Run Reallocation Process.  Run your final reports for B121923 | 23 |
| 24 | 25  **HOLIDAY** | 26  **HOLIDAY** | 27  Absences are finalized @ 12:00 for B010424 week 1 – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards.*  **HOLIDAY** | 28  **HOLIDAY** | 29  **Pay Day – B12193**  **HOLIDAY** | 30 |

| [◄ December](https://www.wincalendar.com/Holiday-Calendar/December-2023" \o "December 2023) | **January 2024** | | | | | [February ►](#February_2024" \o "Jump to February) |
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| **Sun** | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** |
|  | 1  **Pay Day – M123123**  **HOLIDAY** | 2  B010224 – Period ends & paylines are created  Run Leave Accruals | 3  Absences are finalized @ 12:00 for B010424 week 2 – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards.*  ePAR cutoff for B010224 | 4  ***B010424 – Initial Trial***  + Run & review trial  + Process corrections  + Time Admin run at  12:00 & 3:00 | 5  ***B010424 - 2nd Trial***  Last corrections by 2:00  TL Last Load @ 5:00.  + Time Admin runs at  12:00 & 3:00  Run Reallocation Process. | 6 |
| 7 | 8  ***B010424 - FINAL***  Confirm, Distribute & Encumb run.  Create ck/adv files | 9  Run your final reports for B010424  Off-cycle for MF/BF010924 | 10  Absences are finalized @ 12:00 for B011624 week 1 – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards.* | 11  ePAR cutoff for B011624 | 12  **Pay Day – B010224**  Run Reallocation Process. | 13 |
| 14 | 15  **HOLIDAY** | 16  **Pay Day – MF/BF010924**  B011624 – Period ends & paylines are created | 17  Absences are finalized @ 12:00 for B0111624 week 2 – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards.* | 18  ***B011624 – Initial Trial***  + Run & review trial  + Process corrections  + Time Admin run at  12:00 & 3:00 | 19  ***B011624 - 2nd Trial***  Last corrections by 2:00  TL Last Load @ 5:00.  + Time Admin runs at  12:00 & 3:00  Run Reallocation Process.  ePAR cutoff for M013124 | 20 |
| 21 | 22  ***B011624 - FINAL***  Confirm, Distribute & Encumb run.  Create ck/adv files | 23  Run your final reports for B011624  M013124 Paylines are created.  Absences are finalized @ 12:00 for M013124 approve before 12:00. – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards.* | 24  ***M013124 – Trial***  + Run & review trial  + Process corrections  Absences are finalized @ 12:00 for B013024 week 1 – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards.* | 25  ***M013124 - FINAL***  Confirm, Distribute & Encumb run.  Create ck/adv files | 26  **Pay Day – B011624**  Run Reallocation Process.  Run your final reports for M013124  ePAR cutoff for B013024 | 27 |
| 28 | 29  Off-cycle for MF/BF012924 | 30  B013024 – Period ends & paylines are created | 31  Absences are finalized @ 12:00 for B013024 week 2 – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards.* |  | | |

| [◄ January](#January_2024) | **February 2024** | | | | | [March ►](#March_2024" \o "Jump to March) |
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| **Sun** | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** |
|  |  |  |  | 1  **Pay Day – MF/BF012924 & M013124**  ***B013024 – Initial Trial***  + Run & review trial  + Process corrections  + Time Admin run at  12:00 & 3:00 | 2  ***B013024 - 2nd Trial***  Last corrections by 2:00  TL Last Load @ 5:00.  + Time Admin runs at  12:00 & 3:00  Run Reallocation Process. | 3 |
| 4 | 5  ***B013024 - FINAL***  Confirm, Distribute & Encumb run.  Create ck/adv files | 6  Run your final reports for B013024  Run Leave Accruals  Off-cycle for MF/BF02064 | 7  Absences are finalized @ 12:00 for B021324 week 1 – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards.* | 8 | 9  **Pay Day – B013024**  Run Reallocation Process.  ePAR cutoff for B021324 | 10 |
| 11 | 12 | 13  B021324 – Period ends & paylines are created | 14  Absences are finalized @ 12:00 for B021324 week 2 – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards.* | 15  **Pay Day – MF/BF020624**  ***B021324 – Initial Trial***  + Run & review trial  + Process corrections  + Time Admin run at  12:00 & 3:00 | 16  ***B021324 - 2nd Trial***  Last corrections by 2:00  TL Last Load @ 5:00.  + Time Admin runs at  12:00 & 3:00  Run Reallocation Process.  ePAR cutoff for M022924 | 17 |
| 18 | 19  ***B021324 - FINAL***  Confirm, Distribute & Encumb run.  Create ck/adv files | 20  Run your final reports for B021324  M022924 Paylines are created.  Absences are finalized @ 12:00 for M022924 approve before 12:00. – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards.* | 21  Absences are finalized @ 12:00 for B022724 week 1 – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards.* | 22  ***M022924 – Trial***  + Run & review trial  + Process corrections | 23  **Pay Day – B021324**  Run Reallocation Process.  ***M022924 - FINAL***  Confirm, Distribute & Encumb run.  Create ck/adv files  ePAR cutoff for B022724 | 24 |
| 25 | 26  Off-cycle for MF/BF022624  Run your final reports for M022924 | 27  B022724 – Period ends & paylines are created | 28  Absences are finalized @ 12:00 for B022724 week 2 – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards.* | 29  ***B022724 – Initial Trial***  + Run & review trial  + Process corrections  + Time Admin run at  12:00 & 3:00 |  | |

| [◄ February](#February_2024) | **March 2024** | | | | | [April ►](#April_2024" \o "Jump to April) |
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| **Sun** | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** |
|  |  |  |  |  | 1  **Pay Day – MF/BF022624 & M022924**  ***B022724 - 2nd Trial***  Last corrections by 2:00  TL Last Load @ 5:00.  + Time Admin runs at  12:00 & 3:00  Run Reallocation Process. | 2 |
| 3 | 4  ***B022724 - FINAL***  Confirm, Distribute & Encumb run.  Create ck/adv files | 5  Run your final reports for B022724  Run Leave Accruals | 6  Absences are finalized @ 12:00 for B031224 week 1 – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards.* | 7 | 8  **Pay Day – B022724**  Run Reallocation Process.  ePAR cutoff for B031224 | 9 |
| 10 | 11  Off-cycle for MF/BF031124 | 12  B031224 – Period ends & paylines are created | 13  Absences are finalized @ 12:00 for B031224 week 2 – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards.* | 14  ***B031224 – Initial Trial***  + Run & review trial  + Process corrections  + Time Admin run at  12:00 & 3:00  M033124 Paylines are created  Absences are finalized @ 12:00 for M033124 approve before 12:00. – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards.* | 15  **Pay Day – MF/BF031124**  ***B031224 - 2nd Trial***  Last corrections by 2:00  TL Last Load @ 5:00.  + Time Admin runs at  12:00 & 3:00  Run Reallocation Process.  ePAR cutoff for M033124 | 16 |
| 17 | 18  ***B031224 - FINAL***  Confirm, Distribute & Encumb run.  Create ck/adv files  ***M033124 – Trial***  + Run & review trial  + Process corrections | 19  Run your final reports for B031224  ***M033124 - FINAL***  Confirm, Distribute & Encumb run.  Create ck/adv files | 20  Absences are finalized @ 12:00 for B032624 week 1 – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards.* | 21 | 22  **Pay Day – B031224**  Run Reallocation Process.  ePAR cutoff for B032624 | 23 |
| 24 | 25  Off-cycle for MF/BF032524  Run your final reports for M033124 | 26  B032624 – Period ends & paylines are created | 27  Absences are finalized @ 12:00 for B032624 week 2 – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards.* | 28  ***B032624 – Initial Trial***  + Run & review trial  + Process corrections  + Time Admin run at  12:00 & 3:00 | 29  ***B032624 - 2nd Trial***  Last corrections by 2:00  TL Last Load @ 5:00.  + Time Admin runs at  12:00 & 3:00  Run Reallocation Process. | 30 |

| [◄ March](#March_2024) | **April 2024** | | | | | [May ►](#May_2024" \o "Jump to May) |
| --- | --- | --- | --- | --- | --- | --- |
| **Sun** | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** |
|  | 1  **Pay Day – MF/BF032524 & M033124**  ***B032624 - FINAL***  Confirm, Distribute & Encumb run.  Create ck/adv files | 2  Run your final reports for B032624  Run Leave Accruals | 3  Absences are finalized @ 12:00 for B040924 week 1 – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards.* | 4 | 5  **Pay Day – B032624**  Run Reallocation Process.  ePAR cutoff for B040924 | 6 |
| 7 | 8  Off-cycle for MF/BF040824 | 9  B040924 – Period ends & paylines are created | 10  Absences are finalized @ 12:00 for B040924 week 2 – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards.* | 11  ***B040924 – Initial Trial***  + Run & review trial  + Process corrections  + Time Admin run at  12:00 & 3:00 | 12  ***B040924 - 2nd Trial***  Last corrections by 2:00  TL Last Load @ 5:00.  + Time Admin runs at  12:00 & 3:00  Run Reallocation Process.  ePAR cutoff for M043024 | 13 |
| 14 | 15  **Pay Day – MF/BF040824**  ***B040924 - FINAL***  Confirm, Distribute & Encumb run.  Create ck/adv files | 16  Run your final reports for B040924  M043024 Paylines are created.  Absences are finalized @ 12:00 for M043024 approve before 12:00. – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards.* | 17  Absences are finalized @ 12:00 for B042324 week 1 – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards.* | 18  ***M043024 – Trial***  + Run & review trial  + Process corrections | 19  **Pay Day – B040924**  Run Reallocation Process.  ePAR cutoff for B042324 | 20 |
| 21 | 22  ***M043024 - FINAL***  Confirm, Distribute & Encumb run.  Create ck/adv files | 23  B042324 – Period ends & paylines are created  Off-cycle for MF/BF042324  Run your final reports for M043024 | 24  Absences are finalized @ 12:00 for B042324 week 2 – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards.* | 25  ***B042324 – Initial Trial***  + Run & review trial  + Process corrections  + Time Admin run at  12:00 & 3:00 | 26  ***B042324 - 2nd Trial***  Last corrections by 2:00  TL Last Load @ 5:00.  + Time Admin runs at  12:00 & 3:00  Run Reallocation Process. | 27 |
| 28 | 29  ***B042324 - FINAL***  Confirm, Distribute & Encumb run.  Create ck/adv files | 30  Run your final reports for B042324 |  | | | |

| [◄ April](#April_2024) | **May 2024** | | | | | [June ►](#June_2024" \o "Jump to June) |
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| **Sun** | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** |
|  |  |  | 1  **Pay Day – MF/BF042324 & M043024**  Absences are finalized @ 12:00 for B050724 week 1 – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards.*  Run Leave Accruals | 2 | 3  **Pay Day – B042324**  Run Reallocation Process.  ePAR cutoff for B050724 | 4 |
| 5 | 6  Off-cycle for MF/BF050624 | 7  B050724 – Period ends & paylines are created | 8  Absences are finalized @ 12:00 for B050724 week 2 – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards.* | 9  ***B050724 – Initial Trial***  + Run & review trial  + Process corrections  + Time Admin run at  12:00 & 3:00 | 10  ***B050724 - 2nd Trial***  Last corrections by 2:00  TL Last Load @ 5:00.  + Time Admin runs at  12:00 & 3:00  Run Reallocation Process.  ePAR cutoff for M053124 | 11 |
| 12 | 13  ***B050724 - FINAL***  Confirm, Distribute & Encumb run.  Create ck/adv files | 14  Run your final reports for B050724  M053124 Paylines are created.  Absences are finalized @ 12:00 for M053124 approve before 12:00. – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards.* | 15  **Pay Day – MF/BF050624**  Absences are finalized @ 12:00 for B052124 week 1 – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards.* | 16  ***M053124 – Trial***  + Run & review trial  + Process corrections | 17  **Pay Day – B050724**  Run Reallocation Process.  ePAR cutoff for B052124 | 18 |
| 19 | 20  ***M053124 - FINAL***  Confirm, Distribute & Encumb run.  Create ck/adv files | 21  B052124 – Period ends & paylines are created  Run your final reports for M053124 | 22  Absences are finalized @ 12:00 for B052124 week 2 – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards.* | 23  ***B052124 – Initial Trial***  + Run & review trial  + Process corrections  + Time Admin run at  12:00 & 3:00  **NO 2nd Trial** | 24  ***B051224 - FINAL***  Confirm, Distribute & Encumb run.  Create ck/adv files  Run Reallocation Process. | 25 |
| 26 | 27  **HOLIDAY** | 28  Run your final reports for B051224  Off-cycle for MF/BF052824 | 29  Absences are finalized @ 12:00 for B060424 week 1 – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards.* | 30 | 31  **Pay Day – B052124**  Run Reallocation Process.  ePAR cutoff for B060424 |  |

| [◄ May](#May_2024) | **June 2024** | | | | | [July ►](#July_2024" \o "Jump to July) |
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| **Sun** | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** |
|  |  |  |  |  |  | 1 |
| 2 | 3  **Pay Day – MF/BF052824 & M053124**  Run Leave Accruals | 4  B060424 – Period ends & paylines are created | 5  Absences are finalized @ 12:00 for B060424 week 2 – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards.* | 6  ***B060424 – Initial Trial***  + Run & review trial  + Process corrections  + Time Admin run at  12:00 & 3:00 | 7  ***B060424 - 2nd Trial***  Last corrections by 2:00  TL Last Load @ 5:00.  + Time Admin runs at  12:00 & 3:00  Run Reallocation Process.  ePAR cutoff for M063024 | 8 |
| 9 | 10  ***B060424 - FINAL***  Confirm, Distribute & Encumb run.  Create ck/adv files | 11  Run your final reports for B060424  Off-cycle for MF/BF061124  Absences are finalized @ 12:00 for M063024 approve before 12:00. – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards.* | 12  Absences are finalized @ 12:00 for B061824 week 1 – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards.*  M063024 Paylines are created. | 13  ***M063024 – Trial***  + Run & review trial  + Process corrections | 14  **Pay Day – B060424**  Run Reallocation Process.  ePAR cutoff for B061824 | 15 |
| 16 | 17  **Pay Day – MF/BF060324**  ***M063024 - FINAL***  Confirm, Distribute & Encumb run.  Create ck/adv files | 18  B061824 – Period ends & paylines are created  Run your final reports for M063024 | 19  Absences are finalized @ 12:00 for B061824 week 2 – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards.*  **HOLIDAY** | 20  ***B061824 – Initial Trial***  + Run & review trial  + Process corrections  + Time Admin run at  12:00 & 3:00 | 21  ***B061824 - 2nd Trial***  Last corrections by 2:00  TL Last Load @ 5:00.  + Time Admin runs at  12:00 & 3:00  Run Reallocation Process. | 22 |
| 23 | 24  ***B061824 - FINAL***  Confirm, Distribute & Encumb run.  Create ck/adv files | 25  Run your final reports for B061824  Off-cycle for MF/BF062524 | 26  Absences are finalized @ 12:00 for B070224 week 1 – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards.* | 27 | 28  **Pay Day – B061824**  Run Reallocation Process.  ePAR cutoff for B070224 | 29 |
| 30 |  | | | | | |

| [◄ June](#June_2024) | **July 2024** | | | | | [August ►](#August_2024" \o "Jump to August) |
| --- | --- | --- | --- | --- | --- | --- |
| **Sun** | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** |
|  | 1  **Pay Day – MF/BF062524 & M063024**  Run Leave Accruals | 2  B070224 – Period ends & paylines are created | 3  Absences are finalized @ 12:00 for B070224 week 2 – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards.* | 4  **HOLIDAY** | 5  ***B070224 – Initial Trial***  + Run & review trial  + Process corrections  + Time Admin run at  12:00 & 3:00  **NO 2nd Trial**  Run Reallocation Process. | 6 |
| 7 | 8  ***B070224 - FINAL***  Confirm, Distribute & Encumb run.  Create ck/adv files | 9  Run your final reports for B070224  Off-cycle for MF/BF070924 | 10  Absences are finalized @ 12:00 for B071624 week 1 – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards.* | 11 | 12  **Pay Day – B070224**  Run Reallocation Process.  ePAR cutoff for B071624 | 13 |
| 14 | 15  **Pay Day – MF/BF070924** | 16  B071624 – Period ends & paylines are created | 17  Absences are finalized @ 12:00 for B071624 week 2 – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards.* | 18  ***B071624 – Initial Trial***  + Run & review trial  + Process corrections  + Time Admin run at  12:00 & 3:00 | 19  ***B071624 - 2nd Trial***  Last corrections by 2:00  TL Last Load @ 5:00.  + Time Admin runs at  12:00 & 3:00  Run Reallocation Process.  ePAR cutoff for M073124 | 20 |
| 21 | 22  ***B071624 - FINAL***  Confirm, Distribute & Encumb run.  Create ck/adv files | 23  Run your final reports for B071624  M073124 Paylines are created.  Absences are finalized @ 12:00 for M073124 approve before 12:00. – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards* | 24  Absences are finalized @ 12:00 for B073024 week 1 – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards.*  ***M073124 – Trial***  + Run & review trial  + Process corrections | 25  ***M073124 - FINAL***  Confirm, Distribute & Encumb run.  Create ck/adv files | 26  **Pay Day – B071624**  Run Reallocation Process.  Off-cycle for MF/BF072624  Run your final reports for M073124  ePAR cutoff for B073024 | 27 |
| 28 | 29 | 30  B073024 – Period ends & paylines are created | 31  Absences are finalized @ 12:00 for B073024 week 2 – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards.* |  | | |

| [◄ July](#July_2024) | **August 2024** | | | | | [September ►](#September_2024" \o "Jump to September) |
| --- | --- | --- | --- | --- | --- | --- |
| **Sun** | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** |
|  |  |  |  | 1  **Pay Day – MF/BF072624 & M073124**  ***B073024 – Initial Trial***  + Run & review trial  + Process corrections  + Time Admin run at  12:00 & 3:00 | 2  ***B073024 - 2nd Trial***  Last corrections by 2:00  TL Last Load @ 5:00.  + Time Admin runs at  12:00 & 3:00  Run Reallocation Process. | 3 |
| 4 | 5  ***B073024 - FINAL***  Confirm, Distribute & Encumb run.  Create ck/adv files | 6  Run your final reports for B073024  Run Leave Accruals  Off-cycle for MF/BF080624 | 7  Absences are finalized @ 12:00 for B081324 week 1 – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards.* | 8 | 9  **Pay Day – B073024**  Run Reallocation Process.  ePAR cutoff for B081324 | 10 |
| 11 | 12 | 13  B081324 – Period ends & paylines are created | 14  Absences are finalized @ 12:00 for B081324 week 2 – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards.* | 15  **Pay Day – MF/BF080624**  ***B081324 – Initial Trial***  + Run & review trial  + Process corrections  + Time Admin run at  12:00 & 3:00 | 16  ***B081324 - 2nd Trial***  Last corrections by 2:00  TL Last Load @ 5:00.  + Time Admin runs at  12:00 & 3:00  Run Reallocation Process.  ePAR cutoff for M083124 | 17 |
| 18 | 19  ***B081324 - FINAL***  Confirm, Distribute & Encumb run.  Create ck/adv files | 20  Run your final reports for B081324  M083124 Paylines are created.  Absences are finalized @ 12:00 for M083124 approve before 12:00. – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards* | 21  Absences are finalized @ 12:00 for B082724 week 1 – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards.* | 22  ***M083124 – Trial***  + Run & review trial  + Process corrections | 23  **Pay Day – B081324**  ***M083124 - FINAL***  Confirm, Distribute & Encumb run.  Create ck/adv files  Run Reallocation Process.  ePAR cutoff for B082724 | 24 |
| 25 | 26  Off-cycle for MF/BF082624  Run your final reports for M083124 | 27  B082724 – Period ends & paylines are created | 28  Absences are finalized @ 12:00 for B082724 week 2 – *All high exceptions must be cleared & absences approved before 12:00.*  *+Time Admin is run afterwards.* | 29  ***B082724 – Initial Trial***  + Run & review trial  + Process corrections  + Time Admin run at  12:00 & 3:00 | 30  ***B082724 - 2nd Trial***  Last corrections by 2:00  TL Last Load @ 5:00.  + Time Admin runs at  12:00 & 3:00  Run Reallocation Process. | 31 |