

# SEPTEMBER 2011

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY																																																																																																																	
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color: white; text-align: center; padding: 2px;">LEVREQ06</p> <p style="background-color: gray; color: white; text-align: center; padding: 2px;"><b>Quarterly FTEs - BUDGT011/14/15/21 &amp; FISYE25* - Noon</b></p> </div>	<div style="border: 1px solid black; padding: 5px;"> <p style="text-align: right;">6</p> <p style="background-color: green; color: white; text-align: center; padding: 2px;">PPRs #12-01 (F &amp; X) PPRs #12-01 (M)</p> </div>	<div style="border: 1px solid black; padding: 5px;"> <p style="text-align: right;">7</p> <p style="border: 1px solid black; padding: 2px; text-align: center;">INSUR019/13W/FTP - 6 pm</p> </div>	<div style="border: 1px solid black; padding: 5px;"> <p style="text-align: right;">8</p> </div>	<div style="border: 1px solid black; padding: 5px;"> <p style="text-align: right;">9</p> <p style="background-color: green; color: white; text-align: center; padding: 2px;">Biweekly Pay Day #11-27</p> <p style="background-color: orange; text-align: center; padding: 2px;">HRIS0001/0002, etc.</p> <p style="background-color: green; 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# OCTOBER 2011

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<p>3</p> <p>BILL0001/MON0001 (Scheduler)</p> <p>HRIS0003 / HRIS0004</p> <p>INSUR022 - 4 pm</p> <p>Monthly Pay Day</p> <p>REQST031 - Early</p>	<p>4</p> <p>HRIS0006</p> <p>INSUR019/13W/FTP - 6 pm</p> <p>P2Pay for Supplemental PayCalc</p> <p>PPRs #12-03 (F &amp; X) PPRs #12-03 (M)</p>	<p>5</p> <p>BILL0004/0006-Requested Bills &amp; PastDue Notices</p> <p>LEVREQ06</p> <p>Supplemental Pay-Calc at Noon</p>	<p>6</p>	<p>7</p> <p>HRIS0011- Ann Rpt Statewide Hiring Pract.</p> <p>Pre-Validation - Validation for ACDEVX - S.OASI</p> <p>Supplemental Pay Day</p>																																																																																					
<p>10</p> <p>Bank Holiday - Columbus Day</p> <p>HRIS0008 - Terminations</p> <p>MONPAY50/51</p> <p>Validation (Remaining WS) with Recap and Changes</p>	<p>11</p> <p>3 pm - Biweekly Payroll Calculation #12-03</p> <p>BVD1 (No C or M)</p>	<p>12</p> <p>2:00 PM TTVN Meeting</p> <p>BILL0005-Bank Draft Edit Report</p> <p>BVD1 for C</p> <p>INSUR019/13W/FTP - 6 pm</p> <p>PAYRL43/44/45/48/49 &amp;transmit ACH/Pos Pay files to Bank</p>	<p>13</p> <p>BVD1 for M</p> <p>PAYRL51*/52 &amp; Transmit COD to Bank</p> <p>PPRs #12-04 (No F M or X)</p>	<p>14</p> <p>Biweekly Pay Day #12-03</p> <p>PAYRL40</p>																																																																																					
<p>17</p> <p>BILL0009 - Cancellations</p> <p>HRIS0011- Veteran 1/4 Rpt. Check HRIS Web</p> <p>RDS010</p> <p>REQST031 (Delinq) - Early</p>	<p>18</p> <p>BVD2s (PAYRL02) P2PAY Exceptions / ORP-TRS-OASI Errors (PAYRL10M)</p> <p>PPRs #12-04 (F &amp; X) PPRs #12-04 (M)</p>	<p>19</p> <p>BILL0007/015/019 - Retiree Billing Month End - Current Month</p> <p>INSUR019/13W/FTP - 6 pm</p> <p>MONPAY52</p> <p>Monthly P2PAY (PAYRL03)</p>	<p>20</p> <p>3 pm - Monthly Payroll Calculation</p> <p>BILL0008-Retiree Bills and Bank Drafts</p>	<p>21</p> <p>BILL0049</p> <p>HRIS0007</p> <p>PAYRL43/44/45/48/49 &amp;transmit ACH/Pos Pay files to Bank</p> <p>Pre-Validation - Validation for ACDEVX - S.OASI</p>																																																																																					
<p>24</p> <p>PAYRL51*/52 &amp; Transmit COD to Bank</p> <p>Validation (Remaining WS) with Recap and Changes</p>	<p>25</p> <p>3 pm - Biweekly Payroll Calculation #12-04</p>	<p>26</p> <p>EPP at Noon</p> <p>INSUR019/13W/FTP - 6 pm</p> <p>PAYRL43/44/45/48/49 &amp;transmit ACH/Pos Pay files to Bank</p>	<p>27</p> <p>BILL0013 - Delete old invoices(tentative)</p> <p>ORP/TDA Month-End Runs Tonight - Edit Request due by 4:00 pm</p> <p>PAYRL51*/52 &amp; Transmit COD to Bank</p> <p>PPRs #12-05 (No F M or X)</p>	<p>28</p> <p>Biweekly Pay Day #12-04</p> <p>PAYRL40</p>																																																																																					
<p>31</p> <p>BILL0010 - Last Day PrePay Rpt - Current Month</p> <p>BUDGT009/MONLD</p> <p>INSUR019/13M/13W/FTP - Noon</p>	<p>MONTH-END</p>																																																																																								
		<p>SEP 2011</p> <table border="1"> <tr><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td><td>S</td></tr> <tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td></td><td></td></tr> </table>	M	T	W	T	F	S	S				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30			<p>Nov 2011</p> <table border="1"> <tr><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td><td>S</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> </table>			M	T	W	T	F	S	S						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
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# NOVEMBER 2011

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<p style="font-size: 24px; margin: 0;">7</p> <p style="font-size: 10px; margin: 0;">BILL0004/0006-Requested Bills &amp; PastDue Notices</p> <p style="background-color: #800080; color: white; padding: 2px; margin: 0;">LEVREQ06</p> <p style="background-color: #000080; color: white; padding: 2px; margin: 0;">MONPAY50/51</p> <p style="background-color: #008000; color: white; padding: 2px; margin: 0;">Validation (Remaining WS) with Recap and Changes</p>	<p style="font-size: 24px; margin: 0;">1</p> <p style="font-size: 10px; margin: 0;">BILL0001/MON0001 (Scheduler)</p> <p style="background-color: #800000; color: white; padding: 2px; margin: 0;">HRIS0003 / HRIS0004</p> <p style="background-color: #000080; color: white; padding: 2px; margin: 0;">INSUR022 - 4 pm</p> <p style="background-color: #000080; color: white; padding: 2px; margin: 0;">INSUR10</p> <p style="background-color: #008000; color: white; padding: 2px; margin: 0;">Monthly Pay Day</p> <p style="background-color: #008000; color: white; padding: 2px; margin: 0;">P2Pay for Supplemental PayCalc</p> <p style="background-color: #008000; color: white; padding: 2px; margin: 0;">PPRs #12-05 (F &amp; X) PPRs #12-05 (M)</p> <p style="background-color: #ffff00; padding: 2px; margin: 0;">REQST031 - Early</p>	<p style="font-size: 24px; margin: 0;">2</p> <p style="background-color: #800000; color: white; padding: 2px; margin: 0;">HRIS0006</p> <p style="background-color: #000080; color: white; padding: 2px; margin: 0;">INSUR019/13W/FTP - 6 pm</p> <p style="background-color: #008000; color: white; padding: 2px; margin: 0;">Supplemental Pay-Calc at Noon</p>	<p style="font-size: 24px; margin: 0;">3</p>	<p style="font-size: 24px; margin: 0;">4</p> <p style="background-color: #008000; color: white; padding: 2px; margin: 0;">Pre-Validation - Validation for ACDEVX - S.OASI</p> <p style="background-color: #008000; color: white; padding: 2px; margin: 0;">Supplemental Pay Day</p>																																																																																																		
<p style="font-size: 24px; margin: 0;">14</p> <p style="background-color: #008000; color: white; padding: 2px; margin: 0;">BVD1 for C</p>	<p style="font-size: 24px; margin: 0;">8</p> <p style="background-color: #008000; color: white; padding: 2px; margin: 0;">3 pm - Biweekly Payroll Calculation #12-05</p> <p style="background-color: #008000; color: white; padding: 2px; margin: 0;">PPRs #12-06 (No F M or X)</p>	<p style="font-size: 24px; margin: 0;">9</p> <p style="background-color: #000000; color: white; padding: 2px; margin: 0;">2:00 PM TTVN Meeting</p> <p style="background-color: #000080; color: white; padding: 2px; margin: 0;">INSUR019/13W/FTP - 6 pm</p> <p style="background-color: #008000; color: white; padding: 2px; margin: 0;">PAYRL43/44/45/48/49 &amp; transmit ACH/Pos Pay files to Bank</p>	<p style="font-size: 24px; margin: 0;">10</p> <p style="background-color: #008000; color: white; padding: 2px; margin: 0;">Biweekly Pay Day #12-05</p> <p style="background-color: #008000; color: white; padding: 2px; margin: 0;">PAYRL40</p> <p style="background-color: #008000; color: white; padding: 2px; margin: 0;">PAYRL51*/52 &amp; Transmit COD to Bank</p>	<p style="font-size: 24px; margin: 0;">11</p> <p style="background-color: #008000; color: white; padding: 2px; margin: 0;">Bank Holiday - Veteran's Day</p> <p style="background-color: #000080; color: white; padding: 2px; margin: 0;">BVD1 (No C or M)</p> <p style="background-color: #008000; color: white; padding: 2px; margin: 0;">PPRs #12-06 (F &amp; X) PPRs #12-06 (M)</p> <p style="background-color: #800000; color: white; padding: 2px; margin: 0;">Veteran's Day for K</p>																																																																																																		
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<p>19</p> <p>BILL0007/015/019 - Retiree Billing Month End - Current Month</p> <p>Monthly P2PAY (PAYRL03)</p> <p>PAYRL43/44/45/48/49 &amp;transmit ACH/Pos Pay files to Bank</p> <p>PPRs #12-09 (F &amp; X) PPRs #12-09 (M)</p>	<p>20</p> <p>3 pm - Monthly Payroll Calculation</p> <p>BILL0008-Retiree Bills and Bank Drafts</p> <p>PAYRL51*/52 &amp; Transmit COD to Bank</p> <p>MONTH-END</p>	<p>21</p> <p>BILL0049</p> <p>EPP at Noon</p> <p>HRIS0007</p> <p>PAYRL43/44/45/48/49 &amp;transmit ACH/Pos Pay files to Bank</p> <p>Quarterly Tax Reports</p>	<p>22</p> <p>BILL0010 - Last Day PrePay Rpt - Curr Mo</p> <p>Biweekly Pay Day #12-08</p> <p>BUDGT009#MONLD*</p> <p>INSUR019/13M/13W/FTP - Noon</p> <p>ORP/TDA Month-End Runs Tonight - Edit Request due by 4:00 pm</p> <p>PAYRL51*/52 &amp; Transmit COD to Bank</p> <p>Christmas for I only</p>	<p>23</p> <p>Christmas thru New Year Holiday Break: All Workstations -Except 'N'</p>																																																																																											
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# JANUARY 2012

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<p>2</p> <p>BILL0001/MON0001 (Scheduler)</p> <p>HRIS0003 / HRIS0004</p> <p>INSUR0222 - 4 pm</p> <p>MONPAY50/51</p> <p>New Year's Day ** - Bank Holiday</p> <p>New Year's Holiday for H and V only</p> <p>PAYRL40</p> <p>REQST031 - Early</p>	<p>3</p> <p><b>3 pm - Biweekly Payroll Calculation #12-09</b></p> <p>HRIS0006</p> <p>Monthly Pay Day</p>	<p>4</p> <p>INSUR019/13W/FTP - Noon</p> <p>PAYRL43/44/45/48/49 &amp; transmit ACH/Pos Pay files to Bank</p>	<p>5</p> <p>BILL0004/0006-Requested Bills &amp; PastDue Notices</p> <p>LEVREQ06</p> <p>PAYRL51*/52 &amp; Transmit COD to Bank</p> <p>PPRs #12-10 (No F M or X)</p>	<p>6</p> <p>Biweekly Pay Day #12-09</p> <p>PAYRL40</p>																																																																																				
<p>9</p>	<p>10</p> <p>PPRs #12-10 (F &amp; X) PPRs #12-10 (M)</p>	<p>11</p> <p>2:00 PM TTVN Meeting</p> <p>BILL0005-Bank Draft Edit Report</p> <p>INSUR019/13W/FTP - 6 pm</p>	<p>12</p> <p>Pre-Validation - Validation for ACDEVX - S.OASI</p>	<p>13</p> <p>MONPAY52</p> <p>Validation (Remaining WS) with Recap and Changes</p>																																																																																				
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<p>23</p> <p>BILL0049</p> <p>HRIS0007</p>	<p>24</p> <p>BVD2s (PAYRL02) P2PAY Exceptions / ORP-TRS-OASI Errors (PAYRL10M)</p> <p>PPRs #12-11 (F &amp; X) PPRs #12-11 (M)</p>	<p>25</p> <p>INSUR019/13W/FTP - 6 pm</p> <p>Monthly P2PAY (PAYRL03)</p>	<p>26</p> <p><b>3 pm - Monthly Payroll Calculation</b></p>	<p>27</p> <p>EPP at Noon</p> <p>No Turn-Around Time! ORP/TDA Month-End Runs Tonight - Edit Request due by 4:00 pm</p> <p>PAYRL43/44/45/48/49 &amp; transmit ACH/Pos Pay files to Bank</p> <p>Pre-Validation - Validation for ACDEVX - S.OASI</p>																																																																																				
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# FEBRUARY 2012

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(PAYRL06)</p> <p>MONPAY52</p> <p>Validation (Remaining WS) with Recap and Changes</p> </div>	<div style="border: 1px solid black; padding: 5px;"> <p style="text-align: right;">9</p> <p>3 pm - Biweekly Payroll Calculation #12-14</p> <p>Supplemental Pay Day</p> </div>	<div style="border: 1px solid black; padding: 5px;"> <p style="text-align: right;">12</p> <p>BVD1 - All Workstations</p> <p>PAYRL43/44/45/48/49 &amp; transmit ACH/Pos Pay files to Bank</p> <p>Quarterly FTEs - BUDGT009/44/45/48/49</p> <p>Spring Break for 'O'</p> </div>	<div style="border: 1px solid black; padding: 5px;"> <p style="text-align: right;">13</p> <p>PAYRL51*/52 &amp; Transmit COD to Bank</p> </div>	<div style="border: 1px solid black; padding: 5px;"> <p style="text-align: right;">14</p> <p>2:00 PM TTVN Meeting</p> <p>BILL0005-Bank Draft Edit Report</p> <p>BILL0009 - Cancellations</p> <p>Biweekly Pay Day #12-14</p> <p>INSUR019/13W/FTP - 6 pm</p> </div>	<div style="border: 1px solid black; padding: 5px;"> <p style="text-align: right;">15</p> <p>&lt;- Will run on 3/14/12. 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# JUNE 2012

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<p>23</p> <p>BILL0049</p> <p>HRIS0007</p>	<p>24</p> <p>BVD2s (PAYRL02) P2PAY Exceptions / ORP-TRS-OASI Errors (PAYRL10M)</p> <p>PPRs #12-24 (F &amp; X) PPRs #12-24 (M)</p>	<p>25</p> <p>INSUR019/13W/FTP - 6 pm</p> <p>Monthly P2PAY (PAYRL03)</p>	<p>26</p> <p>3 pm - Monthly Payroll Calculation</p>	<p>27</p> <p>EPP at Noon</p> <p>No Turn-Around Time! ORP/TDA Month-End Runs Tonight - Edit Request due by 4:00 pm</p> <p>PAYRL43/44/45/48/49 &amp; transmit ACH/Pos Pay files to Bank</p> <p>Pre-Validation - Validation for ACDEVX - S.OASI</p>																																																																																			
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<p>30</p> <p>MONPAY50/51</p> <p>PAYRL51*/52 &amp; Transmit COD to Bank</p> <p>Validation (Remaining WS) with Recap and Changes</p>	<p>31</p> <p>3 pm - Biweekly Payroll Calculation #12-24</p> <p>BILL0010 - Last Day PrePay Rpt - Current Month</p> <p>BUDGT009/MONLND*</p> <p>INSUR019/13M/13W/FTP - Noon</p>	<p>JUN 2012</p> <table border="1"> <thead> <tr> <th>M</th> <th>T</th> <th>W</th> <th>T</th> <th>F</th> <th>S</th> <th>S</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td>1</td> <td>2</td> <td>3</td> <td></td> </tr> <tr> <td>4</td> <td>5</td> <td>6</td> <td>7</td> <td>8</td> <td>9</td> <td>10</td> </tr> <tr> <td>11</td> <td>12</td> <td>13</td> <td>14</td> <td>15</td> <td>16</td> <td>17</td> </tr> <tr> <td>18</td> <td>19</td> <td>20</td> <td>21</td> <td>22</td> <td>23</td> <td>24</td> </tr> <tr> <td>25</td> <td>26</td> <td>27</td> <td>28</td> <td>29</td> <td>30</td> <td></td> </tr> </tbody> </table>	M	T	W	T	F	S	S				1	2	3		4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30		<p>AUG 2012</p> <table border="1"> <thead> <tr> <th>M</th> <th>T</th> <th>W</th> <th>T</th> <th>F</th> <th>S</th> <th>S</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>6</td> <td>7</td> <td>8</td> <td>9</td> <td>10</td> <td>11</td> <td>12</td> </tr> <tr> <td>13</td> <td>14</td> <td>15</td> <td>16</td> <td>17</td> <td>18</td> <td>19</td> </tr> <tr> <td>20</td> <td>21</td> <td>22</td> <td>23</td> <td>24</td> <td>25</td> <td>26</td> </tr> <tr> <td>27</td> <td>28</td> <td>29</td> <td>30</td> <td>31</td> <td></td> <td></td> </tr> </tbody> </table>	M	T	W	T	F	S	S								6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
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<p>6</p> <p>BILL0004/0006-Requested Bills &amp; PastDue Notices</p> <p>LEVREQ06</p> <p>TimeTraq - Setup new FY</p>	<p>7</p> <p>P2Pay for Supplemental PayCalc</p> <p>PPRs #12-25 (F &amp; X)</p> <p>PPRs #12-25 (M)</p>	<p>8</p> <p>2:00 PM TTVN Meeting</p> <p>INSUR019/13W/FTP - 6 pm</p> <p>Supplemental Pay-Calc at Noon</p>	<p>9</p> <p>PPRs #12-26 (No F M or X)</p>	<p>10</p> <p>Pre-Validation - Validation for ACDEVX - S.OASI</p> <p>Supplemental Pay Day</p>																																																																																																		
<p>13</p> <p>MONPAY52</p> <p>Validation (Remaining WS) with Recap and Changes</p>	<p>14</p> <p>3 pm - Biweekly Payroll Calculation #12-25</p> <p>BVD1 - All Workstations</p> <p>PPRs #12-26 (F &amp; X)</p> <p>PPRs #12-26 (M)</p>	<p>15</p> <p>BILL0005-Bank Draft Edit Report</p> <p>BILL0009 - Cancellations (After INSUR13W)</p> <p>INSUR019/13W/FTP - 6 pm</p> <p>PAYRL43/44/45/48/49 &amp; transmit ACH/Pos Pay files to Bank</p> <p>RDS010</p> <p>REQST031 (Delinq) - Early</p>	<p>16</p> <p>PAYRL51*/52 &amp; Transmit COD to Bank</p> <p>PPRs #12-27 (No F M or X)</p>	<p>17</p> <p>Biweekly Pay Day #12-25</p> <p>PAYRL40</p> <p>Pre-Validation - Validation for ACDEVX - S.OASI</p>																																																																																																		
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