



2014 KHRIS Operations Calendars

Click on month below to view monthly calendars or scroll through the document to the desired page.

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Please remember:

Time Evaluation runs **DAILY**, Sunday - Saturday at 8am, 10am, 12pm, and 2pm.

Before the cut-off for keying time on Pre-Payroll days you should always run **PT_BAL00** to identify any work time not keyed.

Increment Listings: Should always be returned using the Business Request form found at <https://hr.personnel.ky.gov> under System Support.

Calendars are subject to change at ANY time. Please check back frequently to ensure you are working from the most current version.

~ JANUARY 2014 KHRIS OPERATIONS CALENDAR ~

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29 DEC 1-15	30 DEC 1-15 8am/W2c & Adj Run-No downtime	31 DEC 1-15 HOLIDAY	1 DEC 16-31 HOLIDAY	2 DEC 16-31 3pm/INTERFACE files due 8am/W2c & Adj Run-No downtime	3 DEC 16-31 4pm-12am/Down for W2 simulation	4 DEC 16-31 6pm/Down for monthly maintenance
5 DEC 16-31 Until 6pm/Down	6 DEC 16-31 4pm/OFF-CYCLE requests due (cks for 1/7)	7 DEC 16-31 4pm/Run PRE-PAYROLL (8pm begin working errors)	8 DEC 16-31 4pm/Run FINAL PAYROLL Earliest retro date reset to 8/16	9 DEC 16-31 8am/W2c & Adj Run-No downtime COB- Increment listings DUE 4pm-10pm/Down for W2 simulation	10 DEC 16-31 4pm/Down for W2s	11 DEC 16-31 Down for W2s
12 DEC 16-31 Down for W2s	13 DEC 16-31 Until 6am/Down 4:30pm-12am/Down for insur billing (still up for PC)	14 DEC 16-31 4pm/OFF-CYCLE requests due (cks for 1/15)	15 DEC 16-31 PAYDAY (PP1)	16 JAN 1-15 3pm/INTERFACE files due 4pm/OFF-CYCLE requests due (cks for 1/17)	17 JAN 1-15 4pm/WC REFUND Requests Due 8pm-12am/Down for Benefits Processing	18 JAN 1-15
19 JAN 1-15	20 JAN 1-15 HOLIDAY	21 JAN 1-15 4pm/OFF-CYCLE requests due (cks for 1/22)	22 JAN 1-15 4pm/Run PRE-PAYROLL (8pm begin working errors)	23 JAN 1-15 4pm/Run FINAL PAYROLL	24 JAN 1-15	25 JAN 1-15
26 JAN 1-15	27 JAN 1-15 12pm/NC Processing-No downtime Increment listings sent to agencies	28 JAN 1-15	29 JAN 1-15 4pm/OFF-CYCLE requests due (cks for 1/30)	30 JAN 1-15 PAYDAY (PP2)	31 JAN 1-15 4pm/OFF-CYCLE requests due (cks for 2/3)	F1 JAN 16-31 6pm/Down for monthly maintenance

~ FEBRUARY 2014 KHRIS OPERATIONS CALENDAR ~

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26 JAN 1-15	27 JAN 1-15 12pm/NC Processing-No downtime Increment listings sent to agencies	28 JAN 1-15	29 JAN 1-15 4pm/OFF-CYCLE requests due (cks for 1/30)	30 JAN 1-15 PAYDAY (PP2)	31 JAN 1-15 4pm/OFF-CYCLE requests due (cks for 2/3)	1 JAN 16-31 6pm/Down for monthly maintenance
2 JAN 16-31 Until 6pm/Down	3 JAN 16-31 8am/W2c & Adj Run-No downtime	4 JAN 16-31 3pm/INTERFACE files due	5 JAN 16-31 4pm/OFF-CYCLE requests due (cks for 2/6) 4:30pm-12am/Down for insur billing (still up for PC)	6 JAN 16-31 4pm/Run PRE-PAYROLL (8pm begin working errors)	7 JAN 16-31 4pm/Run FINAL PAYROLL Earliest retro date reset to 9/16 COB- Increment listings DUE	8 JAN 16-31 6pm/Down for monthly maintenance
9 JAN 16-31 Until 1am/Down	10 JAN 16-31	11 JAN 16-31	12 JAN 16-31	13 JAN 16-31 4pm/OFF-CYCLE requests due (cks for 2/14)	14 JAN 16-31 PAYDAY (PP3)	15 JAN 16-31
16 FEB 1-15	17 FEB 1-15 4pm/OFF-CYCLE requests due (cks for 2/18) 4pm/WC REFUND Requests Due	18 FEB 1-15 3pm/INTERFACE files due	19 FEB 1-15 4pm/OFF-CYCLE requests due (cks for 2/20)	20 FEB 1-15 4pm/Run PRE-PAYROLL (8pm begin working errors)	21 FEB 1-15 4pm/Run FINAL PAYROLL	22 FEB 1-15
23 FEB 1-15	24 FEB 1-15 8am/W2c & Adj Run-No downtime 12pm/NC Processing-No downtime	25 FEB 1-15	26 FEB 1-15 Increment listings sent to agencies	27 FEB 1-15 4pm/OFF-CYCLE requests due (cks for 2/28)	28 FEB 1-15 PAYDAY (PP4)	M1 FEB 16-28

~ MARCH 2014 KHRIS OPERATIONS CALENDAR ~

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
23 FEB 1-15	24 FEB 1-15 12pm/NC Processing-No downtime	25 FEB 1-15	26 FEB 1-15 Increment listings sent to agencies	27 FEB 1-15 4pm/OFF-CYCLE requests due (cks for 2/28)	28 FEB 1-15 PAYDAY (PP4) 8am/W2c & Adj Run-No downtime	1 FEB 16-28
2 FEB 16-28	3 FEB 16-28 4pm/OFF-CYCLE requests due (cks for 3/4)	4 FEB 16-28 3pm/INTERFACE files due	5 FEB 16-28 4pm/OFF-CYCLE requests due (cks for 3/6) 4:30pm-12am/Down for insur billing (still up fpr PC)	6 FEB 16-28 4pm/Run PRE-PAYROLL (8pm begin working errors)	7 FEB 16-28 4pm/Run FINAL PAYROLL Earliest retro date reset to 10/16 COB- Increment listings DUE	8 FEB 16-28 6pm/Down for monthly maintenance
9 FEB 16-28 Until 6pm/Down (Daylight Savings Time-2am)	10 FEB 16-28 8am/W2c & Adj Run-No downtime	11 FEB 16-28	12 FEB 16-28	13 FEB 16-28 4pm/OFF-CYCLE requests due (cks for 3/14)	14 FEB 16-28 PAYDAY (PP5)	15 FEB 16-28
16 MAR 1-15	17 MAR 1-15 4pm/OFF-CYCLE requests due (cks for 3/18) 4pm/WC REFUND Requests Due	18 MAR 1-15 3pm/INTERFACE files due	19 MAR 1-15 4pm/OFF-CYCLE requests due (cks for 3/20)	20 MAR 1-15 4pm/Run PRE-PAYROLL (8pm begin working errors)	21 MAR 1-15 4pm/Run FINAL PAYROLL	22 MAR 1-15
23 MAR 1-15	24 MAR 1-15 8am/W2c & Adj Run-No downtime	25 MAR 1-15 12pm/NC Processing-No downtime Increment listings sent to agencies	26 MAR 1-15	27 MAR 1-15 4pm/OFF-CYCLE requests due (cks for 3/28)	28 MAR 1-15 PAYDAY (PP6)	29 MAR 1-15
30 MAR 1-15	31 MAR 1-15 4pm/OFF-CYCLE requests due (cks for 4/1)	A1 MAR 16-31	A2 MAR 16-31	A3 MAR 16-31 3pm/INTERFACE files due	A4 MAR 16-31 4pm/OFF-CYCLE requests due (cks for 4/7)	A5 MAR 16-31 6pm/Down for monthly maintenance

~ APRIL 2014 KHRIS OPERATIONS CALENDAR ~

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30 MAR 1-15	31 MAR 1-15 4pm/OFF-CYCLE requests due (cks for 4/1)	1 MAR 16-31	2 MAR 16-31	3 MAR 16-31 3pm/INTERFACE files due	4 MAR 16-31 4pm/OFF-CYCLE requests due (cks for 4/7)	5 MAR 16-31 6pm/Down for monthly maintenance
6 MAR 16-31 Until 6pm/Down	7 MAR 16-31 4pm/Run PRE-PAYROLL (8pm begin working errors)	8 MAR 16-31 4pm/Run FINAL PAYROLL Earliest retro date reset to 11/16	9 MAR 16-31 4:30pm-12am/Down for insur billing (still up for PC) COB- Increment listings DUE	10 MAR 16-31	11 MAR 16-31 8am/W2c & Adj Run-No downtime	12 MAR 16-31
13 MAR 16-31	14 MAR 16-31 4pm/OFF-CYCLE requests due (cks for 4/15)	15 MAR 16-31 PAYDAY (PP7)	16 APR 1-15 4pm/OFF-CYCLE requests due (cks for 4/17)	17 APR 1-15 3pm/INTERFACE files due 4pm/WC REFUND Requests Due	18 APR 1-15 1/2 Day HOLIDAY	19 APR 1-15
20 APR 1-15	21 APR 1-15 4pm/OFF-CYCLE requests due (cks for 4/22)	22 APR 1-15 4pm/Run PRE-PAYROLL (8pm begin working errors)	23 APR 1-15 4pm/Run FINAL PAYROLL	24 APR 1-15	25 APR 1-15 12pm/NC Processing-No downtime Increment listings sent to agencies	26 APR 1-15
27 APR 1-15	28 APR 1-15	29 APR 1-15 4pm/OFF-CYCLE requests due (cks for 4/30)	30 APR 1-15 PAYDAY (PP8) 8am/W2c & Adj Run-No downtime	M1 APR 16-30 4pm/Off-cycle Request Due	M2 APR 16-30	M3 APR 16-30

~ MAY 2014 KHRIS OPERATIONS CALENDAR ~

Sunday		Monday		Tuesday		Wednesday		Thursday		Friday		Saturday	
27	APR 1-15	28	APR 1-15	29	APR 1-15	30	APR 1-15	1	APR 16-30	2	APR 16-30	3	APR 16-30
				4pm/OFF-CYCLE requests due (cks for 4/30)		PAYDAY (PP8) 8am/W2c & Adj Run-No downtime		4pm/OFF-CYCLE requests due (cks for 5/2)				6pm/Down for monthly maintenance	
4	APR 16-30	5	APR 16-30	6	APR 16-30	7	APR 16-30	8	APR 16-30	9	APR 16-30	10	APR 16-30
Until 6pm/Down		3pm/INTERFACE files due		4pm/OFF-CYCLE requests due (cks for 5/7) 4:30pm-12am/Down for insur billing (still up fpr PC)		4pm/Run PRE-PAYROLL (8pm begin working errors)		4pm/Run FINAL PAYROLL Earliest retro date reset to 12/16		COB- Increment listings DUE			
11	APR 16-30	12	APR 16-30	13	APR 16-30	14	APR 16-30	15	APR 16-30	16	MAY 1-15	17	MAY 1-15
						4pm/OFF-CYCLE requests due (cks for 5/15)		PAYDAY (PP9)		4pm/OFF-CYCLE requests due (cks for 5/19)			
18	MAY 1-15	19	MAY 1-15	20	MAY 1-15	21	MAY 1-15	22	MAY 1-15	23	MAY 1-15	24	MAY 1-15
		3pm/INTERFACE files due 4pm/WC REFUND Requests Due				4pm/OFF-CYCLE requests due (cks for 5/22)		4pm/Run PRE-PAYROLL (8pm begin working errors)		4pm/Run FINAL PAYROLL			
25	MAY 1-15	26	MAY 1-15	27	MAY 1-15	28	MAY 1-15	29	MAY 1-15	30	MAY 1-15	31	MAY 1-15
		HOLIDAY		Increment listings sent to agencies		12pm/NC Processing-No downtime		4pm/OFF-CYCLE requests due (cks for 5/30)		PAYDAY (PP10) 8am/W2c & Adj Run-No downtime			

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~ JUNE 2014 KHR OPERATIONS CALENDAR ~							
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
1 MAY 1-15	2 MAY 16-30 4pm/OFF-CYCLE requests due (cks for 6/3) 4:30pm-12am/Down for insurance billing (still up for PC)	3 MAY 16-30 3pm/INTERFACE files due 4pm/OFF-CYCLE requests due (cks for 6/4)	4 MAY 16-30 COB- Increment listings DUE 4pm/Run PRE-PAYROLL (8pm begin working errors)	5 MAY 16-30 4pm/Run FINAL PAYROLL Earliest retro date reset to 1/16	6 MAY 16-30 12pm/System Down	7 MAY 16-30 System down	
8 MAY 16-30 System down	9 MAY 16-30 System down	10 MAY 16-30 11pm/System returns	11 MAY 16-30	12 MAY 16-30 4pm/OFF-CYCLE requests due (cks for 6/13)	13 MAY 16-30 PAYDAY (PP11)	14 MAY 16-30	
15 MAY 16-30	16 JUNE 1-15 4pm/OFF-CYCLE requests due (cks for 6/17)	17 JUNE 1-15 3pm/INTERFACE files due 4pm/WC REFUND Requests Due	18 JUNE 1-15 4pm/OFF-CYCLE requests due (cks for 6/19)	19 JUNE 1-15 4pm/Run PRE-PAYROLL (8pm begin working errors)	20 JUNE 1-15 4pm/Run FINAL PAYROLL	21 JUNE 1-15	
22 JUNE 1-15 8am-2pm/Down for Co Fee Pre-Payroll	23 JUNE 1-15 4pm-7pm/Down for Co Fee Final Payroll	24 JUNE 1-15	25 JUNE 1-15 12pm/NC Processing-No downtime Increment listings sent to agencies	26 JUNE 1-15	27 JUNE 1-15 8am/W2c & Adj Run-No downtime	28 JUNE 1-15	
29 JUNE 1-15	30 JUNE 1-15 4pm/OFF-CYCLE requests due (cks for 7/1)	31 JUNE 16-30 PAYDAY (PP12)	J2 JUNE 16-30 3pm/INTERFACE files due 4pm/OFF-CYCLE requests due (cks for 7/3)	J3 JUNE 16-30 4:30pm-12am/Down for insur billing (still up for PC)	J4 JUNE 16-30 HOLIDAY	J5 JUNE 16-30 6pm/Down for monthly maintenance	

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~ JULY 2014 KHRIS OPERATIONS CALENDAR ~						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29 JUNE 1-15	30 JUNE 1-15 4pm/OFF-CYCLE requests due (cks for 7/1)	1 JUNE 16-30 PAYDAY (PP12)	2 JUNE 16-30 3pm/INTERFACE files due 4pm/OFF-CYCLE requests due (cks for 7/3) 4:30pm-12am/Down for insur billing (still up fpr PC)	3 JUNE 16-30	4 JUNE 16-30 HOLIDAY	5 JUNE 16-30 6pm/Down for monthly maintenance
6 JUNE 16-30 Until 6pm/Down	7 JUNE 16-30 4pm/Run PRE-PAYROLL (8pm begin working errors) COB- Increment listings DUE	8 JUNE 16-30 4pm/Run FINAL PAYROLL Earliest retro date reset to 2/16	9 JUNE 16-30	10 JUNE 16-30	11 JUNE 16-30	12 JUNE 16-30
13 JUNE 16-30	14 JUNE 16-30 4pm/OFF-CYCLE requests due (cks for 7/15)	15 JUNE 16-30 PAYDAY (PP13)	16 JULY 1-15 4pm/OFF-CYCLE requests due (cks for 7/17)	17 JULY 1-15 3pm/INTERFACE files due 4pm/WC REFUND Requests Due	18 JULY 1-15	19 JULY 1-15
20 JULY 1-15	21 JULY 1-15 4pm/OFF-CYCLE requests due (cks for 7/22)	22 JULY 1-15 4pm/Run PRE-PAYROLL (9pm begin working errors)	23 JULY 1-15 4pm/Run FINAL PAYROLL	24 JULY 1-15	25 JULY 1-15 12pm/NC Processing-No downtime Increment listings sent to agencies	26 JULY 1-15
27 JULY 1-15	28 JULY 1-15	29 JULY 1-15 4pm/OFF-CYCLE requests due (cks for 7/30)	30 JULY 1-15 PAYDAY (PP14) 8am/W2c & Adj Run-No downtime	31 JULY 1-15 4pm/OFF-CYCLE requests due (cks for 8/1)	A1 JULY 16-31	A2 JULY 16-31 6pm/Down for monthly maintenance

~ AUGUST 2014 KHRIS OPERATIONS CALENDAR ~

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27 JULY 1-15	28 JULY 1-15	29 JULY 1-15 4pm/OFF-CYCLE requests due (cks for 7/30)	30 JULY 1-15 PAYDAY (PP14) 8am/W2c & Adj Run-No downtime	31 JULY 1-15 4pm/OFF-CYCLE requests due (cks for 8/1)	1 JULY 16-31	2 JULY 16-31
3 JULY 16-31	4 JULY 16-31	5 JULY 16-31 3pm/INTERFACE files due	6 JULY 16-31 4pm/OFF-CYCLE requests due (cks for 8/7) 4:30pm-12am/Down for insur billing (still up fpr PC)	7 JULY 16-31 4pm/Run PRE-PAYROLL (8pm begin working errors)	8 JULY 16-31 4pm/Run FINAL PAYROLL Earliest retro date reset to 3/16 COB- Increment listings DUE	9 JULY 16-31 6pm/Down for monthly maintenance
10 JULY 16-31 Until 6pm/Down	11 JULY 16-31	12 JULY 16-31	13 JULY 16-31	14 JULY 16-31 4pm/OFF-CYCLE requests due (cks for 8/15)	15 JULY 16-31 PAYDAY (PP15)	16 AUG 1-15
17 AUG 1-15	18 AUG 1-15 4pm/OFF-CYCLE requests due (cks for 8/19) 4pm/WC REFUND Requests Due	19 AUG 1-15 3pm/INTERFACE files due	20 AUG 1-15 4pm/OFF-CYCLE requests due (cks for 8/21)	21 AUG 1-15 4pm/Run PRE-PAYROLL (8pm begin working errors)	22 AUG 1-15 4pm/Run FINAL PAYROLL	23 AUG 1-15
24 AUG 1-15	25 AUG 1-15	26 AUG 1-15 12pm/NC Processing-No downtime	27 AUG 1-15 Increment listings sent to agencies	28 AUG 1-15 4pm/OFF-CYCLE requests due (cks for 8/29)	29 AUG 1-15 PAYDAY (PP16) 8am/W2c & Adj Run-No downtime	30 AUG 1-15
31 AUG 1-15	S1 AUG 16-30 HOLIDAY	S2 AUG 16-30	S3 AUG 16-30 3pm/INTERFACE files due	S4 AUG 16-30 4pm/OFF-CYCLE requests due (cks for 9/5)	S5 AUG 16-30 4pm/Run PRE-PAYROLL (8pm begin working errors)	S6 AUG 16-30 6pm/Down for monthly maintenance

~ SEPTEMBER 2014 KHRIS OPERATIONS CALENDAR ~

Sunday		Monday		Tuesday		Wednesday		Thursday		Friday		Saturday	
31 AUG 1-15	1 AUG 16-31	2 AUG 16-31	3 AUG 16-31	4 AUG 16-31	5 AUG 16-31	6 AUG 16-31	7 AUG 16-31	8 AUG 16-31	9 AUG 16-31	10 AUG 16-31	11 AUG 16-31	12 AUG 16-31	13 AUG 16-31
	HOLIDAY		3pm/INTERFACE files due	4pm/OFF-CYCLE requests due (cks for 9/5)	4pm/Run PRE-PAYROLL (8pm begin working errors)	6pm/Down for monthly maintenance							
7 AUG 16-31	8 AUG 16-31	9 AUG 16-31	10 AUG 16-31	11 AUG 16-31	12 AUG 16-31	13 AUG 16-31	14 AUG 16-31	15 AUG 16-31	16 SEPT 1-15	17 SEPT 1-15	18 SEPT 1-15	19 SEPT 1-15	20 SEPT 1-15
Until 6pm/Down	4pm/Run FINAL PAYROLL Earliest retro date reset to 4/16 COB- Increment listings DUE	4:30pm-12am/Down for insur billing (still up for PC)			4pm/OFF-CYCLE requests due (cks for 9/15)			PAYDAY (PP17)	4pm/OFF-CYCLE requests due (cks for 9/17)	4pm/WC REFUND Requests Due	3pm/INTERFACE files due	4pm/OFF-CYCLE requests due (cks for 9/22)	
21 SEPT 1-15	22 SEPT 1-15	23 SEPT 1-15	24 SEPT 1-15	25 SEPT 1-15	26 SEPT 1-15	27 SEPT 1-15	28 SEPT 1-15	29 SEPT 1-15	30 SEPT 1-15	01 SEPT 16-30	02 SEPT 16-30	03 SEPT 16-30	04 SEPT 16-30
	4pm/Run PRE-PAYROLL (8pm begin working errors)	4pm/Run FINAL PAYROLL		12pm/NC Processing-No downtime Increment listings sent to agencies				4pm/OFF-CYCLE requests due (cks for 9/30)	PAYDAY (PP18) 8am/W2c & Adj Run-No downtime	4pm/OFF-CYCLE requests due (cks for 10/2)	3pm/INTERFACE files due		6pm/Down for monthly maintenance

~ OCTOBER 2014 KHRIS OPERATIONS CALENDAR ~

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28 SEPT 1-15	29 SEPT 1-15 4pm/OFF-CYCLE requests due (cks for 9/30)	30 SEPT 1-15 PAYDAY (PP18) 8am/W2c & Adj Run-No downtime	1 SEPT 16-30 4pm/OFF-CYCLE requests due (cks for 10/2)	2 SEPT 16-30 3pm/INTERFACE files due	3 SEPT 16-30	4 SEPT 16-30 6pm/Down for monthly maintenance
5 SEPT 16-30 Until 6pm/Down	6 SEPT 16-30 4pm/OFF-CYCLE requests due (cks for 10/7)	7 SEPT 16-30 4pm/Run PRE-PAYROLL (8pm begin working errors)	8 SEPT 16-30 4pm/Run FINAL PAYROLL Earliest retro date reset to 5/16	9 SEPT 16-30 4:30pm-12am/Down for insur billing (still up for PC) COB- Increment listings DUE	10 SEPT 16-30	11 SEPT 16-30
12 SEPT 16-30	13 SEPT 16-30 8am/W2C Proc/Adj Run-No downtime	14 SEPT 16-30 4pm/OFF-CYCLE requests due (cks for 10/15)	15 SEPT 16-30 PAYDAY (PP19)	16 OCT 1-15 4pm/OFF-CYCLE requests due (cks for 10/17)	17 OCT 1-15 4pm/WC REFUND Requests Due	18 OCT 1-15
19 OCT 1-15	20 OCT 1-15 3pm/INTERFACE files due	21 OCT 1-15 4pm/OFF-CYCLE requests due (cks for 10/22)	22 OCT 1-15 4pm/Run PRE-PAYROLL (8pm begin working errors)	23 OCT 1-15 4pm/Run FINAL PAYROLL	24 OCT 1-15	25 OCT 1-15
26 OCT 1-15	27 OCT 1-15 12pm/NC Processing-No downtime Increment listings sent to agencies	28 OCT 1-15	29 OCT 1-15 4pm/OFF-CYCLE requests due (cks for 10/30)	30 OCT 1-15 PAYDAY (PP20) 8am/W2c & Adj Run-No downtime	31 OCT 1-15 4pm/OFF-CYCLE requests due (cks for 11/3)	N1 OCT 16-31 6pm/Down for monthly maintenance

~ NOVEMBER 2014 KHRIS OPERATIONS CALENDAR ~

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26 OCT 1-15	27 OCT 1-15 12pm/NC Processing-No downtime Increment listings sent to agencies	28 OCT 1-15	29 OCT 1-15 4pm/OFF-CYCLE requests due (cks for 10/30)	30 OCT 1-15 PAYDAY (PP20) 8am/W2c & Adj Run-No downtime	31 OCT 1-15 4pm/OFF-CYCLE requests due (cks for 11/3)	1 OCT 16-31 6pm/Down for monthly maintenance
2 OCT 16-31 Until 6pm/Down (Standard Time Change-2am)	3 OCT 16-31	4 OCT 16-31 3pm/INTERFACE files due	5 OCT 16-31 4pm/OFF-CYCLE requests due (cks for 11/6) 4:30pm-12am/Down for insur billing (still up for PC)	6 OCT 16-31 4pm/Run PRE-PAYROLL (8pm begin working errors)	7 OCT 16-31 4pm/Run FINAL PAYROLL Earliest retro date reset to 6/16 COB- Increment listings DUE	8 OCT 16-31
9 OCT 16-31	10 OCT 16-31	11 OCT 16-31 HOLIDAY	12 OCT 16-31	13 OCT 16-31 4pm/OFF-CYCLE requests due (cks for 11/14)	14 OCT 16-31 PAYDAY (PP21)	15 OCT 16-31
16 NOV 1-15	17 NOV 1-15 3pm/INTERFACE files due 4pm/OFF-CYCLE requests due (cks for 11/18) 4pm/WC REFUND Requests Due	18 NOV 1-15	19 NOV 1-15 4pm/Run PRE-PAYROLL (8pm begin working errors)	20 NOV 1-15 4pm/Run FINAL PAYROLL	21 NOV 1-15 Increment listings sent to agencies	22 NOV 1-15
23 NOV 1-15	24 NOV 1-15 12pm/NC Processing-No downtime	25 NOV 1-15 4pm/OFF-CYCLE requests due (cks for 11/26)	26 NOV 1-15 PAYDAY (PP22) 8am/W2c & Adj Run-No downtime	27 NOV 1-15 HOLIDAY	28 NOV 1-15 HOLIDAY	29 NOV 1-15
30 NOV 1-15	D1 NOV 15-30 4pm/OFF-CYCLE requests due (cks for 12/2)	D2 NOV 15-30	D3 NOV 15-30 3pm/INTERFACE files due	D4 NOV 15-30 4pm/OFF-CYCLE requests due (cks for 12/5)	D5 NOV 15-30 4pm/Run PRE-PAYROLL (8pm begin working errors)	D6 NOV 15-30 6pm/Down for monthly maintenance

~ DECEMBER 2014 KHRIS OPERATIONS CALENDAR ~								
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday		
30 NOV 1-15	1 NOV 16-30 4pm/OFF-CYCLE requests due (cks for 12/2)	2 NOV 16-30	3 NOV 16-30 3pm/INTERFACE files due	4 NOV 16-30 4pm/OFF-CYCLE requests due (cks for 12/5)	5 NOV 16-30 4pm/Run PRE-PAYROLL (8pm begin working errors)	6 NOV 16-30 6pm/Down for monthly maintenance		
7 NOV 16-30 Until 6pm/Down	8 NOV 16-30 4pm/Run FINAL PAYROLL Earliest retro date reset to 7/16 COB- Increment listings DUE	9 NOV 16-30 4:30pm-12am/Down for insur billing (still up fpr PC)	10 NOV 16-30 8am/W2c & Adj Run-No downtime	11 NOV 16-30	12 NOV 16-30 4pm/OFF-CYCLE requests due (cks for 12/15)	13 NOV 16-30		
14 NOV 16-30	15 NOV 16-30 PAYDAY (PP23)	16 DEC 1-15 3pm/INTERFACE files due 4pm/OFF-CYCLE requests due (cks for 12/17)	17 DEC 1-15 4pm/WC REFUND Requests Due	18 DEC 1-15 4pm/Run PRE-PAYROLL (8pm begin working errors)	19 DEC 1-15 4pm/Run FINAL PAYROLL Increment listings sent to agencies (due back 1/8/15)	20 DEC 1-15		
21 DEC 1-15	22 DEC 1-15 12pm/NC Processing-No downtime	23 DEC 1-15 4pm/OFF-CYCLE requests due (cks for 12/24)	24 DEC 1-15 PAYDAY (24) ---not confirmed!!!!!---	25 DEC 1-15 HOLIDAY	26 DEC 1-15 HOLIDAY	27 DEC 1-15		
28 DEC 1-15	29 DEC 1-15 4pm/OFF-CYCLE requests due (cks for 12/30)	30 DEC 1-15 8am/W2c & Adj Run-No downtime	31 DEC 1-15 4pm-10pm/Down for W2 simulation	J1 DEC 16-31 HOLIDAY	J2 DEC 16-31 HOLIDAY	J3 DEC 16-31		