



# Operations Calendar



*Click on month below to view monthly calendar 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 and Final Payroll days, you should **ALWAYS** run the following reports:

PT\_BAL00, Variant: 00\_TIME\_ERRORS ( to identify any time not keyed)

PT\_BAL00, Variant: 00\_WWEEK\_ERR (to identify work weeks with incorrect amount of hours keyed)

PT\_QTA10, Variant: 00\_NEG\_BALANCE (to identify negative comp balances)

PT\_ERL00, Variant: 00\_ADVW\_LEAVE ( to identify anyone with adverse weather leave make-up causing OT)

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

Dates outlined in **RED** indicate an outage is scheduled for that day. Read the listed details for exact time.

Revised: 11/25/15  
 -SUBJECT TO CHANGE-

**~ NOVEMBER 2015 KHRIS OPERATIONS CALENDAR ~**

External/Internal

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| Sunday  | Monday   | Tuesday  | Wednesday  | Thursday   | Friday   | Saturday  |
|---|--|--|--|--|--|---|
| <p><b>1</b></p> <p>Until 8am/Down</p> <p>&lt;3PR Files Removed 12:01AM&gt;</p>                | <p><b>2</b> <small>OCT 16-31</small></p> <p>4pm/OFF-CYCLE requests due<br/>(cks for 11/3)</p>  | <p><b>3</b> <small>OCT 16-31</small></p> <p>3pm/INTERFACE files due</p>                                | <p><b>4</b> <small>OCT 16-31</small></p> <p>4pm/OFF-CYCLE requests due<br/>(cks for 11/5)</p>  | <p><b>5</b> <small>OCT 16-31</small></p> <p>4pm-8pm/Run PRE-PAYROLL<br/>(8pm begin working errors)</p> | <p><b>6</b> <small>OCT 16-31</small></p> <p>4pm/Run FINAL-PAYROLL<br/>Earliest retro date reset to 6/16</p>                    | <p><b>7</b> <small>OCT 16-31</small></p> <p>7am KHRIS Unlocked for Users<br/>6pm/Down for monthly maintenance</p> |
| <p><b>8</b> <small>OCT 16-31</small></p> <p>Until 6pm/Down</p>                                | <p><b>9</b> <small>OCT 16-31</small></p> <p>Nov Increment Lists DUE COB<br/><br/>4pm-12am/Down for BN Billing</p> <p>&lt;3PR Files Available&gt;</p> | <p><b>10</b> <small>OCT 16-31</small></p>  | <p><b>11</b> <small>OCT 16-31</small></p> <p align="center"><b>HOLIDAY</b></p>                 | <p><b>12</b> <small>OCT 16-31</small></p> <p>4pm/OFF-CYCLE requests due<br/>(cks for 11/13)</p>        | <p><b>13</b> <small>OCT 16-31</small></p> <p align="center"><b>PAYDAY (PP21)</b></p>   | <p><b>14</b> <small>OCT 16-31</small></p>   |
| <p><b>15</b> <small>OCT 16-31</small></p> <p>&lt;3PR Files Removed 12:01AM&gt;</p>            | <p><b>16</b> <small>NOV 1-15</small></p> <p>4pm/OFF-CYCLE requests due<br/>(cks for 11/17)</p>   | <p><b>17</b> <small>NOV 1-15</small></p> <p>3pm/INTERFACE files due<br/>4pm/WC REFUND Requests Due</p> | <p><b>18</b> <small>NOV 1-15</small></p> <p>4pm/OFF-CYCLE requests due<br/>(cks for 11/19)</p> | <p><b>19</b> <small>NOV 1-15</small></p> <p>4pm-8pm/Run PRE-PAYROLL<br/>(8pm begin working errors)</p> | <p><b>20</b> <small>NOV 1-15</small></p> <p>4pm/Run FINAL-PAYROLL<br/>Dec Increment Lists Disseminated</p>                     | <p><b>21</b> <small>NOV 1-15</small></p> <p>7am KHRIS Unlocked for Users</p>                                      |
| <p><b>22</b> <small>NOV 1-15</small></p>  | <p><b>23</b> <small>NOV 1-15</small></p> <p>&lt;3PR Files Available&gt;</p>  | <p><b>24</b> <small>NOV 1-15</small></p> <p>12pm/NC Processing-No downtime</p>                         | <p><b>25</b> <small>NOV 1-15</small></p> <p>4pm/OFF-CYCLE requests due<br/>(cks for 11/30)</p> | <p><b>26</b> <small>NOV 1-15</small></p> <p align="center"><b>HOLIDAY</b></p>                          | <p><b>27</b> <small>NOV 1-15</small></p> <p align="center"><b>HOLIDAY</b></p>  | <p><b>28</b> <small>NOV 1-15</small></p> <p>8am/Down for system maintenance</p>                                   |
| <p><b>29</b> <small>NOV 1-15</small></p> <p>down</p> <p>&lt;3PR Files Removed 12:01AM&gt;</p> | <p><b>30</b> <small>NOV 1-15</small></p> <p align="center"><b>PAYDAY (PP22)</b></p> <p>until 8am/Down<br/>8am/W2c &amp; Adj Run-No downtime</p>      | <p><b>1</b></p> <p>4pm/OFF-CYCLE requests due<br/>(cks for 12/2)</p>                                   | <p><b>2</b></p>  | <p><b>3</b></p> <p>3pm/INTERFACE files due</p>   | <p><b>4</b></p> <p>4pm/OFF-CYCLE requests due<br/>(cks for 12/7)<br/>4:30pm-12am/Down for BN Billing<br/>(still up for PC)</p> | <p><b>5</b></p> <p>6pm/Down for monthly maintenance</p>   |

Revised: 12/02/15  
 -SUBJECT TO CHANGE-

## DECEMBER 2015 KHRIS OPERATIONS CALENDAR

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| Sunday   | Monday  | Tuesday  | Wednesday  | Thursday   | Friday  | Saturday                           |
|--|---|--|--|--|---|------------------------------------|
| 29   | 30<br>PAYDAY (PP22)<br>8am/W2c & Adj Run-No downtime              | 1<br>4pm/OFF-CYCLE requests due<br>(cks for 12/2)  | 2  | 3<br>3pm/INTERFACE files due                                       | 4<br>4pm/OFF-CYCLE requests due<br>(cks for 12/7)                     | 5                                  |
| 6  | 7   | 8<br>Earliest retro date reset to 7/16<br>8am-12pm/Down for PRE-PAYROLL<br><br>INAUGURATION DAY (CLOS) | 9<br>4pm/Down for FINAL-PAYROLL<br>Increment Lists (Dec)- DUE COB<br><br><3PR Files Available>               | 10<br>7am KHRIS Unlocked for Users<br>4pm-12am/Down for BN Billing | 11<br>8am/W2c & Adj Run-No downtime                                   | 12                                 |
| 13   | 14<br>4pm/OFF-CYCLE requests due<br>(cks for 12/15)               | 15<br>PAYDAY (PP23)<br><br><3PR Files Removed 12:01AM>   | 16<br>3pm/INTERFACE files due<br>4pm/OFF-CYCLE requests due<br>(cks for 12/17)<br>4pm/WC REFUND Requests Due | 17<br>4pm-8pm/Run PRE-PAYROLL                                      | 18<br>4pm/Run FINAL-PAYROLL<br><br>Increment Lists (Jan)- Distributed | 19<br>7am KHRIS Unlocked for Users |
| 20<br>5am - 10am Down: Commonwealth Office<br>of Technology Internet Gateway Maintenance | 21<br>12pm/NC Processing-No downtime<br><br><3PR Files Available> | 22<br>4pm/OFF-CYCLE requests due<br>(cks for 12/23)  | 23<br>PAYDAY (PP24)  | 24<br>HOLIDAY  | 25<br>HOLIDAY   | 26                                 |
| 27<br><br><3PR Files Removed 12:01AM>  | 28<br>4pm/OFF-CYCLE requests due<br>(cks for 12/29)               | 29<br>8am/W2c & Adj Run-No downtime  | 30<br>4pm-10pm/W2 Simulation Run   | 31<br>HOLIDAY  | 1<br>HOLIDAY  | 2                                  |

Revised: 10/22/2015  
 -SUBJECT TO CHANGE-

# JANUARY 2016 KHRIS OPERATIONS CALENDAR

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| Sunday  | Monday  | Tuesday   | Wednesday   | Thursday  | Friday  | Saturday   |
|---|---|---|---|---|---|--|
| <b>27</b> DEC 1-15<br><3PR Files Removed 12:01AM>                 | <b>28</b> DEC 1-15<br>4pm/OFF-CYCLE requests due (cks for 12/29)                  | <b>29</b> DEC 1-15<br>8am/W2c & Adj Run-No downtime                             | <b>30</b> DEC 1-15<br>4pm-10pm/W2 Simulation Run                | <b>31</b> DEC 1-15<br>HOLIDAY   | <b>1</b> DEC 16-31<br>HOLIDAY   | <b>2</b> DEC 16-31<br>6pm/Down for monthly maintenance |
| <b>3</b> DEC 16-31<br>Until 6pm/Down                              | <b>4</b> DEC 16-31  | <b>5</b> DEC 16-31<br>8am/W2c & Adj Run- No downtime<br>3pm/INTERFACE files due | <b>6</b> DEC 16-31<br>4pm/OFF-CYCLE requests due (cks for 1/7)  | <b>7</b> DEC 16-31<br>4pm-8pm/Down for PRE-PAYROLL  | <b>8</b> DEC 16-31<br>4pm/Down for FINAL-PAYROLL<br>Earliest retro date reset to 8/16<br>Increment Lists (Jan)- DUE COB | <b>9</b> DEC 16-31<br>4pm-10pm/Down for W2 Sim         |
| <b>10</b> DEC 16-31   | <b>11</b> DEC 16-31<br>4:00pm-12am/Down for BN Billing<br><3PR Files Available>   | <b>12</b> DEC 16-31<br>8am/W2c & Adj Run- No downtime                           | <b>13</b> DEC 16-31   | <b>14</b> DEC 16-31<br>4pm/OFF-CYCLE requests due (cks for 1/15)                                  | <b>15</b> DEC 16-31<br>PAYDAY (PP01)<br>5pm/Down for W2s  | <b>16</b> JAN 1-15<br>Down for W2s                     |
| <b>17</b> JAN 1-15<br>Down for W2s<br><3PR Files Removed 12:01AM> | <b>18</b> JAN 1-15<br>Down for W2s<br>HOLIDAY                                     | <b>19</b> JAN 1-15<br>7am/Return from W2s<br>3pm/INTERFACE files due            | <b>20</b> JAN 1-15<br>4pm/OFF-CYCLE requests due (cks for 1/21) | <b>21</b> JAN 1-15<br>4pm-8pm/Down for PRE-PAYROLL  | <b>22</b> JAN 1-15<br>4pm/Down for FINAL-PAYROLL  | <b>23</b> JAN 1-15<br>Back-up date for W2s             |
| <b>24</b> JAN 1-15<br>Back-up date for W2s                        | <b>25</b> JAN 1-15<br>Increment Lists (Feb)- Distributed<br><3PR Files Available> | <b>26</b> JAN 1-15<br>12pm/NC Processing-No downtime                            | <b>27</b> JAN 1-15  | <b>28</b> JAN 1-15<br>4pm/OFF-CYCLE requests due (cks for 1/29)                                   | <b>29</b> JAN 1-15<br>PAYDAY (PP02)   | <b>30</b> JAN 1-15                                     |
| <b>31</b> JAN 1-15<br><3PR Files Removed 12:01AM>                 | <b>1</b> JAN 16-31<br>4pm/OFF-CYCLE requests due (cks for 2/2)                    | <b>2</b> JAN 16-31  | <b>3</b> JAN 16-31<br>3pm/INTERFACE files due                   | <b>4</b> JAN 16-31<br>4pm/OFF-CYCLE requests due (cks for 2/5)<br>4:00pm-12am/Down for BN Billing | <b>5</b> JAN 16-31<br>4pm/Run PRE-PAYROLL   | <b>6</b> JAN 16-31                                     |

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## FEBRUARY 2016 KHRIS OPERATIONS CALENDAR

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| Sunday  | Monday   | Tuesday  | Wednesday   | Thursday  | Friday   | Saturday  |
|---|--|--|---|---|--|---|
| 31<br><small>JAN 1-15</small>                   | 1<br><small>JAN 16-31</small><br>4pm/OFF-CYCLE requests due<br>(cks for 2/2)   | 2<br><small>JAN 16-31</small>  | 3<br><small>JAN 16-31</small><br>3pm/INTERFACE files due          | 4<br><small>JAN 16-31</small><br>4pm/OFF-CYCLE requests due<br>(cks for 2/5)  | 5<br><small>JAN 16-31</small><br>4pm/Down for PRE-PAYROLL                      | 6<br><small>JAN 16-31</small><br>6pm/Down for monthly maintenance |
| 7<br><small>JAN 16-31</small><br>Until 6pm/Down | 8<br><small>JAN 16-31</small><br>4pm/Down for FINAL-PAYROLL<br>Earliest retro date reset to 9/16<br>Increment Lists (Feb)- DUE COB   | 9<br><small>JAN 16-31</small><br>7am KHRIS Unlocked for Users<br>8am/W2c & Adj Run- no downtime<br><br><3PR Files Available> | 10<br><small>JAN 16-31</small><br>4:00pm-12am/Down for BN Billing | 11<br><small>JAN 16-31</small>  | 12<br><small>JAN 16-31</small><br>4pm/OFF-CYCLE requests due<br>(cks for 2/15) | 13<br><small>JAN 16-31</small>                                    |
| 14<br><small>JAN 16-31</small>                  | 15<br><small>JAN 16-31</small><br><div style="background-color: #4a86e8; color: white; text-align: center; padding: 2px;">PAYDAY (PP03)</div><br><3PR Files Removed 12:01AM> | 16<br><small>FEB 1-15</small><br>4pm/OFF-CYCLE requests due<br>(cks for 2/17)  | 17<br><small>FEB 1-15</small><br>3pm/INTERFACE files due          | 18<br><small>FEB 1-15</small><br>4pm/OFF-CYCLE requests due<br>(cks for 2/19) | 19<br><small>FEB 1-15</small><br>4pm/Down for PRE-PAYROLL                      | 20<br><small>FEB 1-15</small>                                     |
| 21<br><small>FEB 1-15</small>                   | 22<br><small>FEB 1-15</small><br>4pm/Down for FINAL-PAYROLL<br><br>Increment Lists (Mar)- Distributed  | 23<br><small>FEB 1-15</small><br>7am KHRIS Unlocked for Users<br>8am/W2c & Adj Run-No downtime<br><br><3PR Files Available>  | 24<br><small>FEB 1-15</small><br>12pm/NC Processing-No downtime   | 25<br><small>FEB 1-15</small>   | 26<br><small>FEB 1-15</small><br>4pm/OFF-CYCLE requests due<br>(cks for 2/29)  | 27<br><small>FEB 1-15</small>                                     |
| 28<br><small>FEB 1-15</small>                   | 29<br><small>FEB 1-15</small><br><div style="background-color: #4a86e8; color: white; text-align: center; padding: 2px;">PAYDAY (PP04)</div><br><3PR Files Removed 12:01AM>  | 1<br><small>FEB 16-28</small><br>4pm/OFF-CYCLE requests due<br>(cks for 3/2)   | 2<br><small>FEB 16-28</small><br>3pm/INTERFACE files due          | 3<br><small>FEB 16-28</small><br>4:00pm-12am/Down for BN Billing              | 4<br><small>FEB 16-28</small><br>4pm/OFF-CYCLE requests due<br>(cks for 3/7)   | 5<br><small>FEB 16-28</small><br>6pm/Down for monthly maintenance |

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# MARCH 2016 KHRIS OPERATIONS CALENDAR

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| Sunday                            | Monday  | Tuesday  | Wednesday   | Thursday  | Friday  | Saturday  |
|-----------------------------------|---|--|---|---|---|---|
| 28<br>FEB 1-15                    | 29<br>FEB 1-15<br>PAYDAY (PP04)                                 | 1<br>FEB 16-28<br>4pm/OFF-CYCLE requests due<br>(cks for 3/2)                      | 2<br>FEB 16-28  | 3<br>FEB 16-28<br>3pm/INTERFACE files due   | 4<br>FEB 16-28<br>4pm/OFF-CYCLE requests due<br>(cks for 3/7)               | 5<br>FEB 16-28<br>6pm/Down for monthly maintenance  |
| 6<br>FEB 16-28<br>Until 6pm/Down  | 7<br>FEB 16-28<br>4pm-8pm/Down for PRE-PAYROLL                  | 8<br>FEB 16-28<br>4pm/Down for FINAL-PAYROLL<br>Earliest retro date reset to 10/16 | 9<br>FEB 16-28<br>7am KHRIS Unlocked for Users<br>4:00pm-12am/Down for BN Billing<br>Increment Lists (Mar) DUE COB<br><br><3PR Files Available> | 10<br>FEB 16-28<br>8am/W2c & Adj Run- No downtime   | 11<br>FEB 16-28   | 12<br>FEB 16-28<br>6pm/Down for monthly maintenance |
| 13<br>FEB 16-28<br>Until 6pm/Down | 14<br>FEB 16-28<br>4pm/OFF-CYCLE requests due<br>(cks for 3/15) | 15<br>FEB 16-28<br>PAYDAY (PP05)<br><br><3PR Files Removed 12:01AM>                | 16<br>MAR 1-15<br>4pm/OFF-CYCLE requests due<br>(cks for 3/17)  | 17<br>MAR 1-15<br>3pm/INTERFACE files due   | 18<br>MAR 1-15  | 19<br>MAR 1-15                                      |
| 20<br>MAR 1-15                    | 21<br>MAR 1-15<br>4pm/OFF-CYCLE requests due<br>(cks for 3/22)  | 22<br>MAR 1-15<br>4pm-8pm/Down for PRE-PAYROLL                                     | 23<br>MAR 1-15<br>4pm/Down for FINAL-PAYROLL  | 24<br>MAR 1-15<br>7am KHRIS Unlocked for Users<br>12pm/NC Processing-No downtime<br><br><3PR Files Available> | 25<br>MAR 1-15<br>1/2 DAY HOLIDAY<br><br>Increment Lists (Apr)- Distributed | 26<br>MAR 1-15                                      |
| 27<br>MAR 1-15                    | 28<br>MAR 1-15<br>8am/W2c & Adj Run- No downtime                | 29<br>MAR 1-15<br>4pm/OFF-CYCLE requests due<br>(cks for 3/30)                     | 30<br>MAR 1-15<br>PAYDAY (PP06)<br><br><3PR Files Removed 12:01AM>  | 31<br>MAR 1-15<br>4pm/OFF-CYCLE requests due<br>(cks for 4/1)   | 1<br>MAR 16-30  | 2<br>MAR 16-30<br>6pm/Down for monthly maintenance  |

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# APRIL 2016 KHRIS OPERATIONS CALENDAR

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| Sunday  | Monday  | Tuesday  | Wednesday  | Thursday   | Friday   | Saturday   |
|---|---|--|--|--|--|--|
| 27<br>MAR 1-15                                    | 28<br>MAR 1-15<br>8am/W2c & Adj Run- No downtime                                  | 29<br>MAR 1-15<br>4pm/OFF-CYCLE requests due<br>(cks for 3/30) | 30<br>MAR 1-15<br>PAYDAY (PP06)<br><3PR Files Removed 12:01AM> | 31<br>MAR 1-15<br>4pm/OFF-CYCLE requests due<br>(cks for 4/1)                    | 1<br>MAR 16-30   | 2<br>MAR 16-30<br>6pm/Down for monthly maintenance |
| 3<br>MAR 16-30<br>Until 6pm/Down                  | 4<br>MAR 16-30<br>3pm/INTERFACE files due   | 5<br>MAR 16-30   | 6<br>MAR 16-30<br>4pm/OFF-CYCLE requests due<br>(cks for 4/7)  | 7<br>MAR 16-30<br>4pm-8pm/Down for PRE-PAYROLL<br>Increment Lists (Apr)- DUE COB | 8<br>MAR 16-30<br>4pm/Down for FINAL-PAYROLL<br>Earliest retro date reset to 11/16 | 9<br>MAR 16-30<br>7am KHRIS Unlocked for Users     |
| 10<br>MAR 16-30                                   | 11<br>MAR 16-30<br>4:00pm-12am/Down for BN Billing<br><br><3PR Files Available>   | 12<br>MAR 16-30  | 13<br>MAR 16-30<br>8am/W2c & Adj Run- No downtime              | 14<br>MAR 16-30<br>4pm/OFF-CYCLE requests due<br>(cks for 4/15)                  | 15<br>MAR 16-30<br>PAYDAY (PP07)   | 16<br>APR 1-15                                     |
| 17<br>APR 1-15<br><br><3PR Files Removed 12:01AM> | 18<br>APR 1-15<br>4pm/OFF-CYCLE requests due<br>(cks for 4/19)                    | 19<br>APR 1-15<br>3pm/INTERFACE files due                      | 20<br>APR 1-15<br>4pm/OFF-CYCLE requests due<br>(cks for 4/21) | 21<br>APR 1-15<br>4pm-8pm/Down for PRE-PAYROLL                                   | 22<br>APR 1-15<br>4pm/Down for FINAL-PAYROLL                                       | 23<br>APR 1-15<br>7am KHRIS Unlocked for Users     |
| 24<br>APR 1-15                                    | 25<br>APR 1-15<br><br>Increment Lists (May)- Distributed<br><3PR Files Available> | 26<br>APR 1-15<br>12pm/NC Processing-No downtime               | 27<br>APR 1-15   | 28<br>APR 1-15<br>4pm/OFF-CYCLE requests due<br>(cks for 4/29)                   | 29<br>APR 1-15<br>PAYDAY (PP08)<br>8am/W2c & Adj Run-No downtime                   | 30<br>APR 1-15                                     |



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# JUNE 2016 KHRIS OPERATIONS CALENDAR

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| Sunday          | Monday  | Tuesday   | Wednesday   | Thursday   | Friday   | Saturday        |
|-----------------|---|---|---|--|--|-----------------|
| 29<br>MAY 1-15  | 30<br>MAY 1-15<br>HOLIDAY   | 31<br>MAY 1-15<br>4pm/OFF-CYCLE requests due<br>(cks for 6/1)   | 1<br>MAY 16-31  | 2<br>MAY 16-31<br>3pm/INTERFACE files due  | 3<br>MAY 16-31   | 4<br>MAY 16-31  |
| 5<br>MAY 16-31  | 6<br>MAY 16-31<br>4pm/OFF-CYCLE requests due<br>(cks for 6/7)   | 7<br>MAY 16-31<br>4pm-8pm/Down for PRE-PAYROLL                  | 8<br>MAY 16-31<br>4pm/Down for FINAL-PAYROLL<br>Earliest retro date reset to 1/16<br>Increment Lists (Jun)- DUE COB | 9<br>MAY 16-31<br>7am KHRIS Unlocked for Users<br>4:00pm-12am/Down for BN Billing<br><br><3PR Files Available> | 10<br>MAY 16-31  | 11<br>MAY 16-31 |
| 12<br>MAY 16-31 | 13<br>MAY 16-31   | 14<br>MAY 16-31<br>4pm/OFF-CYCLE requests due<br>(cks for 6/15) | 15<br>MAY 16-31<br>PAYDAY (PP11)<br><br><3PR Files Removed 12:01AM>   | 16<br>JUN 1-15<br>3pm/INTERFACE files due  | 17<br>JUN 1-15<br>4pm/OFF-CYCLE requests due<br>(cks for 6/20)     | 18<br>JUN 1-15  |
| 19<br>JUN 1-15  | 20<br>JUN 1-15<br>4pm-8pm/Down for PRE-PAYROLL  | 21<br>JUN 1-15<br>4pm/Down for FINAL-PAYROLL                    | 22<br>JUN 1-15<br>7am KHRIS Unlocked for Users  | 23<br>JUN 1-15<br>8am-2pm/PRE-PAYROLL (County)   | 24<br>JUN 1-15<br>1pm-4pm/FINAL PAYROLL (County)                   | 25<br>JUN 1-15  |
| 26<br>JUN 1-15  | 27<br>JUN 1-15<br>12pm/NC Processing-No downtime<br><br>Increment Lists (Jul)- Distributed<br><3PR Files Available> | 28<br>JUN 1-15  | 29<br>JUN 1-15<br>8am/W2c & Adj Run-No downtime   | 30<br>JUN 1-15<br>County PAYDAY (PP12)<br>4pm/OFF-CYCLE requests due<br>(cks for 7/1)                          | 1<br>JUN 16-30<br>PAYDAY (PP12)<br><br><3PR Files Removed 12:01AM> | 2<br>JUN 16-30  |



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## AUGUST 2016 KHRIS OPERATIONS CALENDAR

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| Sunday  | Monday   | Tuesday  | Wednesday   | Thursday  | Friday  | Saturday  |
|---|--|--|---|---|---|---|
| 31<br><small>JUL 1-15</small>                   | 1<br><small>JUL 16-31</small><br>4pm/OFF-CYCLE requests due<br><small>(cks for 8/2)</small>  | 2<br><small>JUL 16-31</small>  | 3<br><small>JUL 16-31</small><br>3pm/INTERFACE files due                                    | 4<br><small>JUL 16-31</small><br>4pm/OFF-CYCLE requests due<br><small>(cks for 8/5)</small>               | 5<br><small>JUL 16-31</small><br>4pm-8pm/Down for PRE-PAYROLL                                 | 6<br><small>JUL 16-31</small><br>6pm/Down for monthly maintenance |
| 7<br><small>JUL 16-31</small><br>Until 6pm/Down | 8<br><small>JUL 16-31</small><br>4pm/Down for FINAL-PAYROLL<br>Earliest retro date reset to 3/16<br>Increment Lists (Aug)- DUE COB | 9<br><small>JUL 16-31</small><br>7am KHRIS Unlocked for Users<br><br><3PR Files Available>                         | 10<br><small>JUL 16-31</small><br>4:00pm-12am/Down for BN Billing                           | 11<br><small>JUL 16-31</small>  | 12<br><small>JUL 16-31</small><br>4pm/OFF-CYCLE requests due<br><small>(cks for 8/15)</small> | 13<br><small>JUL 16-31</small>                                    |
| 14<br><small>JUL 16-31</small>                  | 15<br><small>JUL 16-31</small><br>PAYDAY (PP15)<br><br><3PR Files Removed 12:01AM>   | 16<br><small>AUG 1-15</small><br>4pm/OFF-CYCLE requests due<br><small>(cks for 8/17)</small>                       | 17<br><small>AUG 1-15</small>   | 18<br><small>AUG 1-15</small><br>3pm/INTERFACE files due  | 19<br><small>AUG 1-15</small><br>4pm/OFF-CYCLE requests due<br><small>(cks for 8/22)</small>  | 20<br><small>AUG 1-15</small>                                     |
| 21<br><small>AUG 1-15</small>                   | 22<br><small>AUG 1-15</small><br>4pm-8pm/Down for PRE-PAYROLL  | 23<br><small>AUG 1-15</small><br>4pm/Down for FINAL-PAYROLL  | 24<br><small>AUG 1-15</small><br>7am KHRIS Unlocked for Users<br><br><3PR Files Available>  | 25<br><small>AUG 1-15</small><br>12pm/NC Processing-No downtime<br><br>Increment Lists (Sep)- Distributed | 26<br><small>AUG 1-15</small>   | 27<br><small>AUG 1-15</small>                                     |
| 28<br><small>AUG 1-15</small>                   | 29<br><small>AUG 1-15</small><br>4pm/OFF-CYCLE requests due<br><small>(cks for 8/30)</small>                                       | 30<br><small>AUG 1-15</small><br>PAYDAY (PP16)<br>8am/W2c & Adj Run-No downtime<br><br><3PR Files Removed 12:01AM> | 31<br><small>AUG 1-15</small><br>4pm/OFF-CYCLE requests due<br><small>(cks for 9/1)</small> | 1<br><small>AUG 16-31</small>   | 2<br><small>AUG 16-31</small><br>3pm/INTERFACE files due                                      | 3<br><small>AUG 16-31</small><br>6pm/Down for monthly maintenance |

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## SEPTEMBER 2016 KHRIS OPERATIONS CALENDAR

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| Sunday                           | Monday  | Tuesday   | Wednesday   | Thursday  | Friday  | Saturday   |
|----------------------------------|---|---|---|---|---|--|
| 28<br>AUG 1-15                   | 29<br>AUG 1-15<br>4pm/OFF-CYCLE requests due<br>(cks for 8/30)                    | 30<br>AUG 1-15<br>PAYDAY (PP16)<br>8am/W2c & Adj Run-No downtime<br><br><3PR Files Removed 12:01AM> | 31<br>AUG 1-15<br>4pm/OFF-CYCLE requests due<br>(cks for 9/1)   | 1<br>AUG 16-31  | 2<br>AUG 16-31<br>3pm/INTERFACE files due                                   | 3<br>AUG 16-31<br>6pm/Down for monthly maintenance |
| 4<br>AUG 16-31<br>Until 6pm/Down | 5<br>AUG 16-31<br><br><b>HOLIDAY</b>  | 6<br>AUG 16-31<br>4pm/OFF-CYCLE requests due<br>(cks for 9/7)<br>4:00pm-12am/Down for BN Billing    | 7<br>AUG 16-31<br>4pm-8pm/Down for PRE-PAYROLL                  | 8<br>AUG 16-31<br>4pm/Down for FINAL-PAYROLL<br>Earliest retro date reset to 4/16<br>Increment Lists (Sep)- DUE COB | 9<br>AUG 16-31<br>7am KHRIS Unlocked for Users<br><br><3PR Files Available> | 10<br>AUG 16-31                                    |
| 11<br>AUG 16-31                  | 12<br>AUG 16-31   | 13<br>AUG 16-31   | 14<br>AUG 16-31<br>4pm/OFF-CYCLE requests due<br>(cks for 9/15) | 15<br>AUG 16-31<br>PAYDAY (PP17)<br><br><3PR Files Removed 12:01AM>   | 16<br>SEP 1-15<br>4pm/OFF-CYCLE requests due<br>(cks for 9/19)              | 17<br>SEP 1-15                                     |
| 18<br>SEP 1-15                   | 19<br>SEP 1-15  | 20<br>SEP 1-15<br>3pm/INTERFACE files due   | 21<br>SEP 1-15<br>4pm/OFF-CYCLE requests due<br>(cks for 9/22)  | 22<br>SEP 1-15<br>4pm-8pm/Down for PRE-PAYROLL  | 23<br>SEP 1-15<br>4pm/Down for FINAL-PAYROLL                                | 24<br>SEP 1-15<br>7am KHRIS Unlocked for Users     |
| 25<br>SEP 1-15                   | 26<br>SEP 1-15<br><br>Increment Lists (Oct)- Distributed<br><3PR Files Available> | 27<br>SEP 1-15<br>12pm/NC Processing-No downtime  | 28<br>SEP 1-15<br>4:00pm-12am/Down for BN Billing               | 29<br>SEP 1-15<br>4pm/OFF-CYCLE requests due<br>(cks for 9/30)  | 30<br>SEP 1-15<br>PAYDAY (PP18)<br>8am/W2c & Adj Run-No downtime            | 1<br>SEP 16-30<br>6pm/Down for monthly maintenance |

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# OCTOBER 2016 KHRIS OPERATIONS CALENDAR

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| Sunday  | Monday  | Tuesday  | Wednesday  | Thursday  | Friday  | Saturday   |
|---|---|--|--|---|---|--|
| <b>25</b> SEP 1-15<br>5am-11am/ Down COT Network Maintenance<br><3PR Files Removed 12:01AM> | <b>26</b> SEP 1-15<br>Increment Lists (Oct)- Distributed<br><3PR Files Available> | <b>27</b> SEP 1-15<br>12pm/NC Processing-No downtime | <b>28</b> SEP 1-15<br>4:00pm-12am/Down for BN Billing            | <b>29</b> SEP 1-15<br>4pm/OFF-CYCLE requests due (cks for 9/30)   | <b>30</b> SEP 1-15<br>PAYDAY (PP18)<br>8am/W2c & Adj Run-No downtime<br><3PR Files Removed 12:01AM> | <b>1</b> SEP 16-30<br>6pm/Down for monthly maintenance |
| <b>2</b> SEP 16-30<br>Until 6pm/Down<br><3PR Files Removed 12:01AM>                         | <b>3</b> SEP 16-30<br>4pm/OFF-CYCLE requests due (cks for 10/4)                   | <b>4</b> SEP 16-30<br>3pm/INTERFACE files due        | <b>5</b> SEP 16-30<br>4pm/OFF-CYCLE requests due (cks for 10/6)  | <b>6</b> SEP 16-30<br>8pm-11:59pm/Down for PRE-PAYROLL            | <b>7</b> SEP 16-30<br>6pm/Run FINAL-PAYROLL<br>Earliest retro date reset to 5/16                    | <b>8</b> SEP 16-30<br>7am KHRIS Unlocked for Users     |
| <b>9</b> SEP 16-30  | <b>10</b> SEP 16-30<br>Increment Lists (Oct)- DUE COB<br><3PR Files Available>    | <b>11</b> SEP 16-30                                  | <b>12</b> SEP 16-30<br>8am/W2c & Adj Run/ No downtime            | <b>13</b> SEP 16-30<br>4pm/OFF-CYCLE requests due (cks for 10/14) | <b>14</b> SEP 16-30<br>PAYDAY (PP19)  | <b>15</b> SEP 16-30                                    |
| <b>16</b> OCT 1-15<br><3PR Files Removed 12:01AM>   | <b>17</b> OCT 1-15<br>4pm/OFF-CYCLE requests due (cks for 10/18)                  | <b>18</b> OCT 1-15<br>3pm/INTERFACE files due        | <b>19</b> OCT 1-15<br>4pm/OFF-CYCLE requests due (cks for 10/20) | <b>20</b> OCT 1-15<br>8pm-11:59pm/Down for PRE-PAYROLL            | <b>21</b> OCT 1-15<br>6pm/Down for FINAL-PAYROLL  | <b>22</b> OCT 1-15<br>7am KHRIS Unlocked for Users     |
| <b>23</b> OCT 1-15  | <b>24</b> OCT 1-15<br>Increment Lists (Nov)- Distributed<br><3PR Files Available> | <b>25</b> OCT 1-15<br>12pm/NC Processing-No downtime | <b>26</b> OCT 1-15   | <b>27</b> OCT 1-15<br>4pm/OFF-CYCLE requests due (cks for 10/28)  | <b>28</b> OCT 1-15<br>PAYDAY (PP20)<br>8am/W2c & Adj Run-No downtime                                | <b>29</b> OCT 1-15                                     |
| <b>30</b> OCT 1-15<br><3PR Files Removed 12:01AM>   | <b>31</b> OCT 1-15<br>4pm/OFF-CYCLE requests due (cks for 11/1)                   | <b>1</b> OCT 16-31                                   | <b>2</b> OCT 16-31<br>3pm/INTERFACE files due                    | <b>3</b> OCT 16-31<br>4:00pm-12am/Down for BN Billing             | <b>4</b> OCT 16-31<br>4pm/OFF-CYCLE requests due (cks for 11/7)                                     | <b>5</b> OCT 16-31<br>6pm/Down for monthly maintenance |

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# NOVEMBER 2016 KHRIS OPERATIONS CALENDAR

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| Sunday                           | Monday  | Tuesday  | Wednesday  | Thursday   | Friday  | Saturday   |
|----------------------------------|---|--|--|--|---|--|
| 30<br>OCT 1-15                   | 31<br>OCT 1-15<br>4pm/OFF-CYCLE requests due<br>(cks for 11/1)                    | 1<br>OCT 16-31   | 2<br>OCT 16-31<br>3pm/INTERFACE files due  | 3<br>OCT 16-31<br>4pm/OFF-CYCLE requests due<br>(cks for 11/4) | 4<br>OCT 16-31<br>4pm-8pm/Down for PRE-PAYROLL                  | 5<br>OCT 16-31<br>6pm/Down for monthly maintenance |
| 6<br>OCT 16-31<br>Until 6pm/Down | 7<br>OCT 16-31<br>4pm/Down for FINAL-PAYROLL<br>Earliest retro date reset to 6/16 | 8<br>OCT 16-31<br>7am KHRIS Unlocked for Users<br><br><b>HOLIDAY</b>                               | 9<br>OCT 16-31<br>4:00pm-12am/Down for BN Billing<br>Increment Lists (Nov)- DUE COB<br><br><3PR Files Available> | 10<br>OCT 16-31  | 11<br>OCT 16-31<br><br><b>HOLIDAY</b>                           | 12<br>OCT 16-31                                    |
| 13<br>OCT 16-31                  | 14<br>OCT 16-31<br>4pm/OFF-CYCLE requests due<br>(cks for 11/15)                  | 15<br>OCT 16-31<br><b>PAYDAY (PP21)</b><br><br><3PR Files Removed 12:01AM>                         | 16<br>NOV 1-15<br>4pm/OFF-CYCLE requests due<br>(cks for 11/17)  | 17<br>NOV 1-15<br>3pm/INTERFACE files due                      | 18<br>NOV 1-15<br>4pm/OFF-CYCLE requests due<br>(cks for 11/21) | 19<br>NOV 1-15                                     |
| 20<br>NOV 1-15                   | 21<br>NOV 1-15<br>4pm-8pm/Down for PRE-PAYROLL                                    | 22<br>NOV 1-15<br>4pm/Down for FINAL-PAYROLL<br><br>Increment Lists (Dec)- Distributed             | 23<br>NOV 1-15<br>7am KHRIS Unlocked for Users<br><br><3PR Files Available>                                      | 24<br>NOV 1-15<br><br><b>HOLIDAY</b>                           | 25<br>NOV 1-15<br><br><b>HOLIDAY</b>                            | 26<br>NOV 1-15                                     |
| 27<br>NOV 1-15                   | 28<br>NOV 1-15<br>12pm/NC Processing-No downtime                                  | 29<br>NOV 1-15<br>4pm/OFF-CYCLE requests due<br>(cks for 11/30)<br><br><3PR Files Removed 12:01AM> | 30<br>NOV 1-15<br><b>PAYDAY (PP22)</b><br>8am/W2c & Adj Run-No downtime  | 1<br>NOV 16-30<br>4pm/OFF-CYCLE requests due<br>(cks for 12/2) | 2<br>NOV 16-30<br>3pm/INTERFACE files due                       | 3<br>NOV 16-30<br>6pm/Down for monthly maintenance |

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## DECEMBER 2016 KHRIS OPERATIONS CALENDAR

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| Sunday                           | Monday   | Tuesday   | Wednesday   | Thursday  | Friday   | Saturday   |
|----------------------------------|--|---|---|---|--|--|
| 27<br>NOV 1-15                   | 28<br>NOV 1-15<br>12pm/NC Processing-No downtime | 29<br>NOV 1-15<br>4pm/OFF-CYCLE requests due<br>(cks for 11/30) | 30<br>NOV 1-15<br>PAYDAY (PP22)<br>8am/W2c & Adj Run-No downtime<br><br><3PR Files Removed 12:01AM> | 1<br>NOV 16-30<br>4pm/OFF-CYCLE requests due<br>(cks for 12/2)                    | 2<br>NOV 16-30<br>3pm/INTERFACE files due  | 3<br>NOV 16-30<br>6pm/Down for monthly maintenance |
| 4<br>NOV 16-30<br>Until 6pm/Down | 5<br>NOV 16-30                                   | 6<br>NOV 16-30<br>4pm/OFF-CYCLE requests due<br>(cks for 12/7)  | 7<br>NOV 16-30<br>4pm-8pm/Down for PRE-PAYROLL  | 8<br>NOV 16-30<br>4pm/Down for FINAL-PAYROLL<br>Earliest retro date reset to 7/16 | 9<br>NOV 16-30<br>7am KHRIS Unlocked for Users<br>4:00pm-12am/Down for BN Billing<br>Increment Lists (Dec)- DUE COB<br><br><3PR Files Available> | 10<br>NOV 16-30                                    |
| 11<br>NOV 16-30                  | 12<br>NOV 16-30<br>8am/W2c & Adj Run-No downtime | 13<br>NOV 16-30   | 14<br>NOV 16-30<br>4pm/OFF-CYCLE requests due<br>(cks for 12/15)                                    | 15<br>NOV 16-30<br>PAYDAY (PP23)<br><br><3PR Files Removed 12:01AM>               | 16<br>DEC 1-15<br>4pm/OFF-CYCLE requests due<br>(cks for 12/19)  | 17<br>DEC 1-15                                     |
| 18<br>DEC 1-15                   | 19<br>DEC 1-15                                   | 20<br>DEC 1-15<br>Increment Lists (Jan)- Distributed            | 21<br>DEC 1-15  | 22<br>DEC 1-15  | 23<br>DEC 1-15<br>HOLIDAY  | 24<br>DEC 1-15                                     |
| 25<br>DEC 1-15                   | 26<br>DEC 1-15<br>HOLIDAY                        | 27<br>DEC 1-15  | 28<br>DEC 1-15  | 29<br>DEC 1-15  | 30<br>DEC 1-15<br>4pm-10pm/W2 Simulation Run<br>HOLIDAY  | 31<br>DEC 1-15                                     |