



# 2015 KHRIS Operations Calendars

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

[January](#) [February](#) [March](#) [April](#) [May](#) [June](#) [July](#) [August](#) [September](#) [October](#) [November](#) [December](#)

**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.**

Revised: 12/16/14  
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~ JANUARY 2015 KHRIS OPERATIONS CALENDAR ~

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Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
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/Dow for W2 simulation	1 DEC 16-31 <b>HOLIDAY</b>	2 DEC 16-31 <b>HOLIDAY</b>	3 DEC 16-31 6pm/Down for monthly maintenance
4 DEC 16-31	5 DEC 16-31	6 DEC 16-31 8am/W2c & Adj Run- No downtime 3pm/INTERFACE files due	7 DEC 16-31 4pm/OFF-CYCLE requests due (cks for 1/7)	8 DEC 16-31 4pm/Run PRE-PAYROLL (8pm begin working errors)	9 DEC 16-31 4pm/Run FINAL-PAYROLL Earliest retro date reset to 8/16 COB Increment Listings DUE	10 DEC 16-31 4pm-10pm/Down for W2 Sim
11 DEC 16-31	12 DEC 16-31 4:00pm-12am/Down for BN Billing (still up for PC)	13 DEC 16-31 8am/W2c & Adj Run- No downtime	14 DEC 16-31 4pm/OFF-CYCLE requests due (cks for 1/15)	15 DEC 16-31 <b>PAYDAY (PP01)</b>	16 JAN 1-15 4pm/OFF-CYCLE requests due (cks for 1/20) 5pm/Down for W2s	17 JAN 1-15 Down for W2s
18 JAN 1-15 Down for W2s	19 JAN 1-15 Down for W2s <b>HOLIDAY</b>	20 JAN 1-15 7am/Return from W2s 3pm/INTERFACE files due 4pm/WC REFUND Requests Due	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 Back-up date for W2s
25 JAN 1-15 Back-up date for W2s	26 JAN 1-15 Increment Listings Sent to Agencies	27 JAN 1-15 12pm/NC Processing-No downtime	28 JAN 1-15	29 JAN 1-15 4pm/OFF-CYCLE requests due (cks for 1/30)	30 JAN 1-15 <b>PAYDAY (PP02)</b>	31 JAN 16-31

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~ FEBRUARY 2015 KHRIS OPERATIONS CALENDAR ~

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Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 JAN 16-31	2 JAN 16-31 <b>4pm/OFF-CYCLE requests due</b> (cks for 2/3)	3 JAN 16-31 <b>3pm/INTERFACE files due</b>	4 JAN 16-31 <b>4pm/OFF-CYCLE requests due</b> (cks for 2/5) 4:00pm-12am/Down for BN Billing (still up for PC)	5 JAN 16-31 <b>4pm/Run PRE-PAYROLL</b> (8pm begin working errors)	6 JAN 16-31 <b>4pm/Run FINAL-PAYROLL</b> Earliest retro date reset to 9/16	7 JAN 16-31 6pm/Down for monthly maintenance
8 JAN 16-31 Until 6pm/Down	9 JAN 16-31 <b>COB Increment Listings DUE</b>	10 JAN 16-31 8am/W2c & Adj Run- no downtime	11 JAN 16-31	12 JAN 16-31 <b>4pm/OFF-CYCLE requests due</b> (cks for 2/13)	13 JAN 16-31 <b>PAYDAY (PP03)</b>	14 JAN 16-31
15 JAN 16-31	16 FEB 1-15 <b>4pm/OFF-CYCLE requests due</b> (cks for 2/17)	17 FEB 1-15 <b>3pm/INTERFACE files due</b> 4pm/WC REFUND Requests Due	18 FEB 1-15 <b>4pm/OFF-CYCLE requests due</b> (cks for 2/19)	19 FEB 1-15 <b>4pm/Run PRE-PAYROLL</b> (8pm begin working errors)	20 FEB 1-15 <b>4pm/Run FINAL-PAYROLL</b>	21 FEB 1-15
22 FEB 1-15	23 FEB 1-15 Increment Listings Sent to Agencies	24 FEB 1-15 8am/W2c & Adj Run-No downtime	25 FEB 1-15 12pm/NC Processing-No downtime	26 FEB 1-15 <b>4pm/OFF-CYCLE requests due</b> (cks for 2/27)	27 FEB 1-15 <b>PAYDAY (PP04)</b>	28 FEB 1-15

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**~ MARCH 2015 KHRIS OPERATIONS CALENDAR ~**  
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Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 FEB 16-28	2 FEB 16-28 4pm/OFF-CYCLE requests due (cks for 3/3)	3 FEB 16-28 3pm/INTERFACE files due	4 FEB 16-28 4pm/OFF-CYCLE requests due (cks for 3/5) 4:00pm-12am/Down for BN Billing (still up for PC)	5 FEB 16-28 4pm/Run PRE-PAYROLL (8pm begin working errors)	6 FEB 16-28 4pm/Run FINAL-PAYROLL Earliest retro date reset to 10/16	7 FEB 16-28 6pm/Down for monthly maintenance
8 FEB 16-28 Until 6pm/Down	9 FEB 16-28 COB Increment Listings DUE	10 FEB 16-28 8am/W2c & Adj Run- No downtime	11 FEB 16-28	12 FEB 16-28 4pm/OFF-CYCLE requests due (cks for 3/13)	13 FEB 16-28 PAYDAY (PP05)	14 FEB 16-28
15 FEB 16-28	16 MAR 1-15 4pm/OFF-CYCLE requests due (cks for 3/17)	17 MAR 1-15 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
22 MAR 1-15	23 MAR 1-15 4pm/Run FINAL-PAYROLL	24 MAR 1-15	25 MAR 1-15 8am/W2c & Adj Run- No downtime Increment Listings Sent to Agencies	26 MAR 1-15 12pm/NC Processing-No downtime	27 MAR 1-15 4pm/OFF-CYCLE requests due (cks for 3/28)	28 MAR 1-15
29 MAR 1-15	30 MAR 1-15 PAYDAY (PP06)	31 MAR 1-15 4pm/OFF-CYCLE requests due (cks for 4/1)	1 MAR 1-15	2 MAR 1-15 3pm/INTERFACE files due	3 MAR 1-15 1/2 DAY HOLIDAY	4 MAR 1-15

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~ APRIL 2015 KHRIS OPERATIONS CALENDAR ~

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Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30 PAYDAY (PP06)	31 4pm/OFF-CYCLE requests due	1 MAR 16-30	2 3pm/INTERFACE files due MAR 16-30	3 1/2 DAY HOLIDAY MAR 16-30	4 6pm/Down for monthly maintenance MAR 16-30
5 Until 6pm/Down MAR 16-30	6 4pm/OFF-CYCLE requests due (cks for 4/7) 4:00pm-12am/Down for BN Billing (still up for PC) MAR 16-30	7 4pm/Run PRE-PAYROLL (8pm begin working errors) MAR 16-30	8 4pm/Run FINAL-PAYROLL Earliest retro date reset to 11/16 MAR 16-30	9 COB Increment Listings DUE MAR 16-30	10 MAR 16-30	11 MAR 16-30
12 MAR 16-30	13 8am/W2c & Adj Run- No downtime MAR 16-30	14 4pm/OFF-CYCLE requests due (cks for 4/15) MAR 16-30	15 PAYDAY (PP07) MAR 16-30	16 4pm/OFF-CYCLE requests due (cks for 4/17) APR 1-15	17 4pm/WC REFUND Requests Due APR 1-15	18 APR 1-15
19 APR 1-15	20 3pm/INTERFACE files due APR 1-15	21 4pm/OFF-CYCLE requests due (cks for 4/22) APR 1-15	22 4pm/Run PRE-PAYROLL (8pm begin working errors) APR 1-15	23 4pm/Run FINAL-PAYROLL APR 1-15	24 APR 1-15	25 APR 1-15
26 APR 1-15	27 Increment Listings Sent to Agencies APR 1-15	28 12pm/NC Processing-No downtime APR 1-15	29 4pm/OFF-CYCLE requests due (cks for 4/30) APR 1-15	30 PAYDAY (PP08) 8am/W2c & Adj Run-No downtime APR 1-15	1 4pm/OFF-CYCLE requests due (cks for 5/4) APR 1-15	2 APR 1-15

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Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28 12pm/NC Processing- No downtime	29 4pm/OFF-CYCLE requests due (cks for 4/3)	30 PAYDAY (PP08)	1 4pm/OFF-CYCLE requests due (cks for 5/4) <small>APR 16-30</small>	2 6pm/Down for monthly maintenance <small>APR 16-30</small>
3 Until 6pm/Down <small>APR 16-30</small>	4 <small>APR 16-30</small>	5 3pm/INTERFACE files due <small>APR 16-30</small>	6 4pm/OFF-CYCLE requests due (cks for 5/7) 4:00pm-12am/Down for BN Billing (still up for PC) <small>APR 16-30</small>	7 4pm/Run PRE-PAYROLL (8pm begin working errors) <small>APR 16-30</small>	8 4pm/Run FINAL-PAYROLL Earliest retro date reset to 12/16 COB Increment Listings DUE <small>APR 16-30</small>	9 <small>APR 16-30</small>
10 <small>APR 16-30</small>	11 <small>APR 16-30</small>	12 <small>APR 16-30</small>	13 <small>APR 16-30</small>	14 4pm/OFF-CYCLE requests due (cks for 5/15) <small>APR 16-30</small>	15 PAYDAY (PP09) <small>APR 16-30</small>	16 <small>MAY 1-15</small>
17 <small>MAY 1-15</small>	18 4pm/OFF-CYCLE requests due (cks for 5/19) 3pm/INTERFACE files due <small>MAY 1-15</small>	19 4pm/WC REFUND Requests Due <small>MAY 1-15</small>	20 4pm/OFF-CYCLE requests due (cks for 5/21) <small>MAY 1-15</small>	21 4pm/Run PRE-PAYROLL (8pm begin working errors) <small>MAY 1-15</small>	22 4pm/Run FINAL-PAYROLL <small>MAY 1-15</small>	23 <small>MAY 1-15</small>
24 <small>MAY 1-15</small>	25 HOLIDAY <small>MAY 1-15</small>	26 Increment Listings Sent to Agencies <small>MAY 1-15</small>	27 12pm/NC Processing-No downtime <small>MAY 1-15</small>	28 4pm/OFF-CYCLE requests due (cks for 5/29) <small>MAY 1-15</small>	29 PAYDAY (PP10) 8am/W2c & Adj Run-No downtime <small>MAY 1-15</small>	30 <small>MAY 1-15</small>
31 <small>MAY 1-15</small>	1 <small>MAY 1-15</small>	2 <small>MAY 1-15</small>	3 <small>MAY 1-15</small>	4 <small>MAY 1-15</small>	5 <small>MAY 1-15</small>	6 <small>MAY 1-15</small>

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~ JUNE 2015 KHRIS OPERATIONS CALENDAR ~

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Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
31	1 4pm/OFF-CYCLE requests due (cks for 6/2)	2	3 3pm/INTERFACE files due	4 4pm/OFF-CYCLE requests due (cks for 6/5) 4:00pm-12am/Down for BN Billing (still up for PC)	5 4pm/Run PRE-PAYROLL (8pm begin working errors)	6 6pm/Down for monthly maintenance
7 Until 6pm/Down	8 4pm/Run FINAL-PAYROLL Earliest retro date reset to 1/16 COB Increment Listings DUE	9	10	11	12 4pm/OFF-CYCLE requests due (cks for 6/15)	13
14	15 PAYDAY (PP11)	16	17 3pm/INTERFACE files due 4pm/OFF-CYCLE requests due (cks for 6/18) 4pm/WC REFUND Requests Due	18 4pm/Run PRE-PAYROLL (8pm begin working errors)	19 4pm/Run FINAL-PAYROLL	20
21 8am-2pm/County Fees PRE-PAYROLL	22 4pm-7pm/County Fees FINAL PAYROLL	23	24	25 Increment Listings Sent to Agencies	26 12pm/NC Processing-No downtime	27
28	29 8am/W2c & Adj Run-No downtime	30 4pm/OFF-CYCLE requests due (cks for 7/1)	1 PAYDAY (PP12)	2 3pm/INTERFACE files due	3 HOLIDAY	4 6pm/Down for monthly maintenance

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~ JULY 2015 KHRIS OPERATIONS CALENDAR ~

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Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29 8am/W2c & Adj Run- No downtime	30 4pm/OFF-CYCLE requests due (cks for 7/1)	1 JUN 16-30 PAYDAY (PP12)	2 JUN 16-30 3pm/INTERFACE files due	3 JUN 16-30 HOLIDAY	4 JUN 16-30 6pm/Down for monthly maintenance
5 JUN 16-30 Until 6pm/Down	6 JUN 16-30 4pm/OFF-CYCLE requests due (cks for 7/7) 4:00pm-12am/Down for BN Billing (still up for PC)	7 JUN 16-30 4pm/Run PRE-PAYROLL (8pm begin working errors)	8 JUN 16-30 4pm/Run FINAL-PAYROLL Earliest retro date reset to 2/16 COB Increment Listings DUE	9 JUN 16-30	10 JUN 16-30	11 JUN 16-30
12 JUN 16-30	13 JUN 16-30	14 JUN 16-30 4pm/OFF-CYCLE requests due (cks for 7/15)	15 JUN 16-30 PAYDAY (PP13)	16 JUL 1-15 4pm/OFF-CYCLE requests due (cks for 7/17)	17 JUL 1-15 4pm/WC REFUND Requests Due	18 JUL 1-15
19 JUL 1-15	20 JUL 1-15 3pm/INTERFACE files due	21 JUL 1-15 4pm/OFF-CYCLE requests due (cks for 7/22)	22 JUL 1-15 4pm/Run PRE-PAYROLL (8pm begin working errors)	23 JUL 1-15 4pm/Run FINAL-PAYROLL	24 JUL 1-15	25 JUL 1-15
26 JUL 1-15	27 JUL 1-15 12pm/NC Processing-No downtime Increment Listings Sent to Agencies	28 JUL 1-15	29 JUL 1-15 4pm/OFF-CYCLE requests due (cks for 7/30)	30 JUL 1-15 PAYDAY (PP14) 8am/W2c & Adj Run-No downtime	31 JUL 1-15 4pm/OFF-CYCLE requests due (cks for 8/3)	1 JUL 1-15 6pm/Down for monthly maintenance

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**~ AUGUST 2015 KHRIS OPERATIONS CALENDAR ~**  
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Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27 12pm/NC Processing-No downtime	28	29 4pm/OFF-CYCLE requests due (cks for 7/30)	30 PAYDAY (PP14) 8am/W2c & Adj Run-No downtime	31 4pm/OFF-CYCLE requests due (cks for 8/3)	1 6pm/Down for monthly maintenance <small>JUL 16-31</small>
2 Until 6pm/Down <small>JUL 16-31</small>	3 <small>JUL 16-31</small>	4 3pm/INTERFACE files due <small>JUL 16-31</small>	5 4pm/OFF-CYCLE requests due (cks for 8/6) 4:00pm-12am/Down for BN Billing (still up for PC) <small>JUL 16-31</small>	6 4pm/Run PRE-PAYROLL (8pm begin working errors) <small>JUL 16-31</small>	7 4pm/Run FINAL-PAYROLL Earliest retro date reset to 3/16 COB Increment Listings DUE <small>JUL 16-31</small>	8 <small>JUL 16-31</small>
9 <small>JUL 16-31</small>	10 <small>JUL 16-31</small>	11 <small>JUL 16-31</small>	12 <small>JUL 16-31</small>	13 4pm/OFF-CYCLE requests due (cks for 8/14) <small>JUL 16-31</small>	14 PAYDAY (PP15) <small>JUL 16-31</small>	15 <small>JUL 16-31</small>
16 <small>AUG 1-15</small>	17 4pm/OFF-CYCLE requests due (cks for 8/18) <small>AUG 1-15</small>	18 3pm/INTERFACE files due 4pm/WC REFUND Requests Due <small>AUG 1-15</small>	19 4pm/OFF-CYCLE requests due (cks for 8/20) <small>AUG 1-15</small>	20 4pm/Run PRE-PAYROLL (8pm begin working errors) <small>AUG 1-15</small>	21 4pm/Run FINAL-PAYROLL <small>AUG 1-15</small>	22 <small>AUG 1-15</small>
23 <small>AUG 1-15</small>	24 <small>AUG 1-15</small>	25 12pm/NC Processing-No downtime Increment Listings Sent to Agencies <small>AUG 1-15</small>	26 <small>AUG 1-15</small>	27 4pm/OFF-CYCLE requests due (cks for 8/29) <small>AUG 1-15</small>	28 PAYDAY (PP16) 8am/W2c & Adj Run-No downtime <small>AUG 1-15</small>	29 <small>AUG 1-15</small>
30 <small>AUG 1-15</small>	31 4pm/OFF-CYCLE requests due (cks for 9/1) <small>AUG 1-15</small>	1 <small>AUG 1-15</small>	2 3pm/INTERFACE files due <small>AUG 1-15</small>	3 4pm/OFF-CYCLE requests due (cks for 9/4) 4:30pm-12am/Down for BN Billing (still up for PC) <small>AUG 1-15</small>	4 4pm/Run PRE-PAYROLL (8pm begin working errors) <small>AUG 1-15</small>	5 6pm/Down for monthly maintenance <small>AUG 1-15</small>

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~ SEPTEMBER 2015 KHRIS OPERATIONS CALENDAR ~

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Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30	31 4pm/OFF-CYCLE requests due (cks for 9/1)	1 AUG 16-31	2 3pm/INTERFACE files due AUG 16-31	3 4pm/OFF-CYCLE requests due (cks for 9/4) 4:00pm-12am/Down for BN Billing (still up for PC) AUG 16-31	4 4pm/Run PRE-PAYROLL (8pm begin working errors) AUG 16-31	5 6pm/Down for monthly maintenance AUG 16-31
6 Until 6pm/Down AUG 16-31	7 AUG 16-31  <b>HOLIDAY</b>	8 AUG 16-31 4pm/Run FINAL-PAYROLL Earliest retro date reset to 4/16 COB Increment Listings DUE	9 AUG 16-31	10 AUG 16-31	11 AUG 16-31	12 AUG 16-31
13 AUG 16-31	14 AUG 16-31 4pm/OFF-CYCLE requests due (cks for 9/15)	15 AUG 16-31 PAYDAY (PP17)	16 SEP 1-15 4pm/OFF-CYCLE requests due (cks for 9/17)	17 SEP 1-15 3pm/INTERFACE files due 4pm/WC REFUND Requests Due	18 SEP 1-15	19 SEP 1-15
20 SEP 1-15	21 SEP 1-15 4pm/OFF-CYCLE requests due (cks for 9/22)	22 SEP 1-15 4pm/Run PRE-PAYROLL (8pm begin working errors)	23 SEP 1-15 4pm/Run FINAL-PAYROLL	24 SEP 1-15	25 SEP 1-15 Increment Listings Sent to Agencies	26 SEP 1-15
27 SEP 1-15	28 SEP 1-15 12pm/NC Processing-No downtime	29 SEP 1-15 4pm/OFF-CYCLE requests due (cks for 9/30)	30 SEP 1-15 PAYDAY (PP18) 8am/W2c & Adj Run-No downtime	1 SEP 1-15 4pm/OFF-CYCLE requests due (cks for 10/2)	2 SEP 1-15	3 SEP 1-15 6pm/Down for monthly maintenance

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~ OCTOBER 2015 KHRIS OPERATIONS CALENDAR ~

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Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27	28 12pm/NC Processing-No downtime	29 4pm/OFF-CYCLE requests due (cks for 9/30)	30 PAYDAY (PP18) 8am/W2c & Adj Run-No downtime	1 4pm/OFF-CYCLE requests due (cks for 10/2)	2 SEP 16-30	3 6pm/Down for monthly maintenance SEP 16-30
4 Until 6pm/Down SEP 16-30	5 3pm/INTERFACE files due SEP 16-30	6 4pm/OFF-CYCLE requests due (cks for 10/7) 4:00pm-12am/Down for BN Billing (still up for PC) SEP 16-30	7 4pm/Run PRE-PAYROLL (8pm begin working errors) SEP 16-30	8 4pm/Run FINAL-PAYROLL Earliest retro date reset to 5/16 SEP 16-30	9 COB Increment Listings DUE SEP 16-30	10 SEP 16-30
11 SEP 16-30	12 SEP 16-30	13 8am/W2c & Adj Run/ No downtime SEP 16-30	14 4pm/OFF-CYCLE requests due (cks for 10/15) SEP 16-30	15 PAYDAY (PP19) SEP 16-30	16 4pm/OFF-CYCLE requests due (cks for 10/19) OCT 1-15	17 OCT 1-15
18 OCT 1-15	19 4pm/WC REFUND Requests Due OCT 1-15	20 3pm/INTERFACE files due OCT 1-15	21 4pm/OFF-CYCLE requests due (cks for 10/22) OCT 1-15	22 4pm/Run PRE-PAYROLL (8pm begin working errors) OCT 1-15	23 4pm/Run FINAL-PAYROLL OCT 1-15	24 OCT 1-15
25 OCT 1-15	26 Increment Listings Sent to Agencies OCT 1-15	27 12pm/NC Processing-No downtime OCT 1-15	28 OCT 1-15	29 4pm/OFF-CYCLE requests due (cks for 10/30) OCT 1-15	30 PAYDAY (PP20) 8am/W2c & Adj Run-No downtime OCT 1-15	31 OCT 1-15

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Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 OCT 16-31 4pm/OFF-CYCLE requests due (cks for 11/3)	3 OCT 16-31 3pm/INTERFACE files due	4 OCT 16-31 4pm/OFF-CYCLE requests due (cks for 11/5) 4:00pm-12am/Down for BN Billing (still up for PC)	5 OCT 16-31 4pm/Run PRE-PAYROLL (8pm begin working errors)	6 OCT 16-31 4pm/Run FINAL-PAYROLL Earliest retro date reset to 6/16	7 OCT 16-31 6pm/Down for monthly maintenance
8 OCT 16-31 Until 6pm/Down	9 OCT 16-31 COB Increment Listings DUE	10 OCT 16-31	11 OCT 16-31 HOLIDAY	12 OCT 16-31 4pm/OFF-CYCLE requests due (cks for 11/13)	13 OCT 16-31 PAYDAY (PP21)	14 OCT 16-31
15 OCT 16-31	16 NOV 1-15 4pm/OFF-CYCLE requests due (cks for 11/17)	17 NOV 1-15 3pm/INTERFACE files due 4pm/WC REFUND Requests Due	18 NOV 1-15 4pm/OFF-CYCLE requests due (cks for 11/19)	19 NOV 1-15 4pm/Run PRE-PAYROLL (8pm begin working errors)	20 NOV 1-15 4pm/Run FINAL-PAYROLL Increment Listings Sent to Agencies	21 NOV 1-15
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 11/30)	26 NOV 1-15 HOLIDAY	27 NOV 1-15 HOLIDAY	28 NOV 1-15
29 NOV 1-15	30 NOV 1-15 PAYDAY (PP22) 8am/W2c & Adj Run-No downtime	1 NOV 1-15 4pm/OFF-CYCLE requests due (cks for 12/2)	2 NOV 1-15	3 NOV 1-15 3pm/INTERFACE files due	4 NOV 1-15 4pm/OFF-CYCLE requests due (cks for 12/7) 4:30pm-12am/Down for BN Billing (still up for PC)	5 NOV 1-15 6pm/Down for monthly maintenance

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Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30 PAYDAY (PP22) 8am/W2c & Adj Run-No downtime	1 4pm/OFF-CYCLE requests due (cks for 12/2) NOV 16-30	2 NOV 16-30	3 3pm/INTERFACE files due NOV 16-30	4 4pm/OFF-CYCLE requests due (cks for 12/7) 4:00pm-12am/Down for BN Billing (still up for PC) NOV 16-30	5 6pm/Down for monthly maintenance NOV 16-30
6 Until 6pm/Down NOV 16-30	7 4pm/Run PRE-PAYROLL (8pm begin working errors) NOV 16-30	8 NOV 16-30	9 4pm/Run FINAL-PAYROLL Earliest retro date reset to 7/16 COB Increment Listings DUE NOV 16-30	10 NOV 16-30	11 8am/W2c & Adj Run-No downtime NOV 16-30	12 NOV 16-30
13 NOV 16-30	14 4pm/OFF-CYCLE requests due (cks for 12/15) NOV 16-30	15 PAYDAY (PP23) NOV 16-30	16 3pm/INTERFACE files due 4pm/OFF-CYCLE requests due (cks for 12/17) 4pm/WC REFUND Requests Due DEC 1-15	17 4pm/Run PRE-PAYROLL (8pm begin working errors) DEC 1-15	18 4pm/Run FINAL-PAYROLL Increment Listings Sent to Agencies DEC 1-15	19 DEC 1-15
20 DEC 1-15	21 12pm/NC Processing-No downtime DEC 1-15	22 4pm/OFF-CYCLE requests due (cks for 12/23) DEC 1-15	23 PAYDAY (PP24) -----NOT CONFIRMED----- DEC 1-15	24 HOLIDAY DEC 1-15	25 HOLIDAY DEC 1-15	26 DEC 1-15
27 DEC 1-15	28 4pm/OFF-CYCLE requests due (cks for 12/29) DEC 1-15	29 8am/W2c & Adj Run-No downtime DEC 1-15	30 4pm-10pm/W2 Simulation Run DEC 1-15	31 HOLIDAY DEC 1-15	1 HOLIDAY DEC 1-15	2 DEC 1-15