

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<p>Jan 1</p> <p>2nd Week of pay period 12/25/11-01/07/12</p> <p>Week to enter on line Address/phone updates for 12/25/11-01/07/12</p>	<p>Jan 2</p> <p>HR Closed</p> <p>New Years Day Observed State Holiday</p>	<p>Jan 3</p> <p>Enter T&L/Funding for 12/25/11-01/07/12</p> <p>Run Pos Fund by Dept Report Prior, current and future pay period transactions processed</p> <p>View 12/25/11-01/07/12 longevity bonuses on line</p>	<p>Jan 4</p> <p>Enter T&L/Funding for 12/25/11-01/07/12 Prior, current and future pay period transactions processed</p> <p>View 12/25/11-01/07/12 longevity bonuses on line</p> <p>Print time docs for pay period 01/08/12-01/21/12</p>	<p>Jan 5</p> <p>Enter T&L/Funding for 12/25/11-01/07/12</p> <p>Prior, current and future pay period transactions processed</p> <p>View 12/25/11-01/07/12 longevity bonuses on line</p> <p>Last Day to update End Temp Appt Date</p>	<p>Jan 6</p> <p>Pay Day</p> <p>Enter T&L/Funding for 12/25/11-01/07/12</p> <p>Run Project Award End Date report Prior, current and future pay period transactions processed</p> <p>View 12/25/11-01/07/12 longevity bonuses on line</p>	<p>Jan 7</p> <p>Last day of pay period 12/25/11-01/07/12</p>
<p>8</p> <p>1st Week of pay period 01/08/12-01/21/12</p>	<p>9</p> <p>Last day to enter T&L/Funding for 12/25/11-01/07/12</p> <p>Run Time Entry Error Report Prior, current and future pay period Transactions processed</p> <p>T & L Interface files due 11:30 a m</p> <p>Preliminary pay calc runs after 6 p.m.</p>	<p>10</p> <p>Run Time Entry Error Report T&L error detect/correct Record late time and leave Preliminary pay calc runs 12 noon No prior, current or future pay period transactions processed Print Dept Time Total Report for 12/25/11-01/07/12 Final pay calc runs after 6 p.m.</p>	<p>11</p> <p>HRIS View Only No Personnel Transactions Processed</p>	<p>12</p> <p>Begin entering time and leave for 01/08/12-01/21/12</p> <p>Run 12/25/11-01/07/12 Leave Accrual Report</p>	<p>13</p> <p>Enter T&L/Funding for 01/08/12-01/21/12</p> <p>View 01/08/12-01/21/12 longevity bonuses on line</p> <p>Prior, current and future pay period transactions processed</p> <p>Final day to submit personnel transactions to HR for 01/08/12-01/21/12</p>	<p>14</p>
<p>15</p> <p>2nd Week of pay period 01/08/12-01/21/12</p> <p>Week to enter on line address/phone updates for 01/08/12-01/21/12</p>	<p>16</p> <p>Martin Luther King Day State Holiday</p> <p>Enter T&L/Funding for 01/08/12-01/21/12</p> <p>Prior, current and future pay period transactions processed</p> <p>View 01/08/12-01/21/12 longevity bonuses on line</p>	<p>17</p> <p>Enter T&L/Funding for 01/08/12-01/21/12</p> <p>Run Pos Fund by Dept Report Prior, current and future pay period transactions processed</p> <p>View 01/08/12-01/21/12 longevity bonuses on line</p>	<p>18</p> <p>Enter T&L/Funding for 01/08/12-01/21/12</p> <p>Prior, current and future pay period transactions processed</p> <p>View 01/08/12-01/21/12 longevity bonuses on line</p> <p>Print time docs for pay period 01/22/12-02/04/12</p>	<p>19</p> <p>Enter T&L/Funding for 01/08/12-01/21/12</p> <p>Prior, current and future pay period transactions processed</p> <p>View 01/08/12-01/21/12 longevity bonuses on line</p> <p>Last Day to update End Temp Appt Date</p>	<p>20</p> <p>Pay Day</p> <p>Enter T&L/Funding for 01/08/12-01/21/12</p> <p>Run Project Award End Date report Prior, current and future pay period transactions processed</p> <p>View 01/08/12-01/21/12 longevity bonuses on line</p>	<p>21</p> <p>Last day of pay period 01/08/12-01/21/12</p>
<p>22</p> <p>1st Week of pay period 01/22/12-02/04/12</p>	<p>23</p> <p>Last day to enter T&L/Funding for 01/08/12-01/21/12</p> <p>Run Time Entry Error Report</p> <p>Prior, current & future pay period transactions processed</p> <p>T & L Interface files due 4:30 p.m.</p>	<p>24</p> <p>Run Time Entry Error Report T&L error detect/correct</p> <p>Record late time and leave Prior, current and future pay period transactions processed</p> <p>Preliminary pay calc runs after 6 p.m.</p>	<p>25</p> <p>T&L error detect/correct Record late time and leave Preliminary pay calc runs 12 noon No prior, current or future pay period transactions processed Print Dept Time Total Report for 01/08/12- 01/21/12 Final pay calc runs after 6 p.m.</p>	<p>26</p> <p>HRIS View Only No Personnel Transactions Processed</p>	<p>27</p> <p>Begin entering time and leave for 01/22/12-02/04/12</p> <p>Run 01/08/12-01/21/12 Leave Accrual Report</p> <p>Final day to submit personnel transactions to HR for 01/22/12- 02/04/12</p>	<p>28</p>
<p>Jan 29</p> <p>2nd Week of pay period 01/22/12-02/04/12</p> <p>Week to enter on line address/phone updates for 01/22/12-02/04/12</p>	<p>Jan 30</p> <p>Enter T&L/Funding for 01/22/12-02/04/12</p> <p>Prior, current and future pay period transactions processed</p> <p>View 01/22/12-02/04/12 longevity bonuses on line</p>	<p>Jan 31</p> <p>Enter T&L/Funding for 01/22/12-02/04/12</p> <p>Run Pos Fund by Dept Report Prior, current and future pay period transactions processed</p> <p>View 01/22/12-02/04/12 longevity bonuses on line</p>	<p>Feb 1</p> <p>Enter T&L/Funding for 01/22/12-02/04/12</p> <p>Prior, current and future pay period transactions processed</p> <p>View 01/22/12-02/04/12 longevity bonuses on line</p> <p>Print time docs for pay period 02/05/12-02/18/12</p>	<p>Feb 2</p> <p>Enter T&L/Funding for 01/22/12-02/04/12</p> <p>Prior, current and future pay period transactions processed</p> <p>View 01/22/12-02/04/12 longevity bonuses on line</p> <p>Last Day to update End Temp Appt Date</p>	<p>Feb 3</p> <p>Pay Day</p> <p>Enter T&L/Funding for 01/22/12-02/04/12</p> <p>Prior, current and future pay period transactions processed</p> <p>Run Project Award End Date report View 01/22/12-02/04/12 longevity bonuses on line</p>	<p>Feb 4</p> <p>Last day of pay period 01/22/12-02/04/12</p>