

August 2023						
◀ July						September ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
Time Admin Runs Daily Biweekly: 8:00 am 12:15 pm 3:00 pm 10:00 pm Monthly: 10:00 am		1 Pay Day – M073123 & Pay Day - MF/BF072523 B080123 – Period ends & paylines are created.	2 Absences are finalized @ 12:00 for B080123 week 2 – All high exceptions must be cleared & absences approved by manager before 10 am	3 <u>B080123 – Initial Trial</u> + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00	4 <u>B080123 - 2nd Trial</u> Last corrections by 2:00 TL Last Load @ 5:00. + Time Admin runs at 12:00 & 3:00	5
6	7 <u>B080123 - FINAL</u> Run Available Leave Reports	8 Run your final reports for B080123 Off-cycle for MF/BF080123	9 Absences are finalized @ 12:00 for B081523 week 1 – All high exceptions must be cleared & absences approved by manager before 10 am	10	11 Pay Day – B080123 ePAR cutoff for B081523	12
13	14	15 Pay Day – MF/BF080123 B081523 – Period ends & paylines are created.	16 Absences are finalized @ 12:00 for B081523 week 2 – All high exceptions must be cleared & absences approved by manager before 10 am	17 <u>B081523 – Initial Trial</u> + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00	18 <u>B081523 - 2nd Trial</u> Last corrections by 2:00 TL Last Load @ 5:00. + Time Admin runs at 12:00 & 3:00 ePAR cutoff for M083123	19
20	21 <u>B081523 - FINAL</u>	22 Run your final reports for B081523 M083123 Paylines are created. Absences are finalized @ 12:00 am for M083123 All absences must be approved by manager before 10 am	23 Absences are finalized @ 12:00 for B082923 week 1 – All high exceptions must be cleared & absences approved by manager before 10 am	24 <u>M083123 – Trial</u> + Run & review trial + Process corrections	25 Pay Day – B081523 <u>M083123 - FINAL</u> ePAR cutoff for B082923	26
27	28 Run your final reports for M083123 Off-cycle for MF/BF082823	29 B082923 – Period ends & paylines are created. ePAR cutoff for B083123	30 Absences are finalized @ 12:00 for B082923 week 2 – All high exceptions must be cleared & absences approved by manager before 10 am	31 B083123 – Period ends & paylines are created. <u>B082923 – Initial Trial</u> + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00		