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</table>
|     | Pay Day – M083119 | B090319 – Period ends & paylines are created. | Absences are finalized @ 12:00 for B090319 week 2 – All high exceptions must be cleared & absences approved before 12:00. + Time Admin is run afterwards. | B090319 – Initial Trial  
+ Run & review trial  
+ Process corrections  
+ Time Admin run at 12:00 & 3:00 | Run Reallocation Process.  
B090319 - 2nd Trial  
Last corrections by 2:00  
TL Last Load @ 5:00.  
+ Time Admin runs at 12:00 & 3:00 |     |
| 8   | 9   | 10  | 11  | 12  | 13  | 14  |
|     | B090319 - FINAL  
Confirm, Distribute & Encumb run.  
Create ck/adv files. | Run your final reports for B090319.  
Off-cycle for MF/BF091019 | Absences are finalized @ 12:00 for B091719 week 1 – All high exceptions must be cleared & absences approved before 12:00. + Time Admin is run afterwards. | Run your final reports for MF/BF091019 | Pay Day – B090319  
ePAR cutoff for B091719 & M093019  
Run Reallocation Process. |     |
| 15  | 16  | 17  | 18  | 19  | 20  | 21  |
|     | Pay Day – MF/BF091019 | B091719 – Period ends & paylines are created. | Absences are finalized @ 12:00 for M093019 approve before 12:00. – All high exceptions must be cleared & absences approved before 12:00. + Time Admin is run afterwards. | B091719 – Initial Trial  
+ Run & review trial  
+ Process corrections  
+ Time Admin run at 12:00 & 3:00 | Run Reallocation Process.  
B091719 - 2nd Trial  
Last corrections by 2:00  
TL Last Load @ 5:00.  
+ Time Admin runs at 12:00 & 3:00 |     |
| 22  | 23  | 24  | 25  | 26  | 27  | 28  |
|     | B091719 - FINAL  
Confirm, Distribute & Encumb run.  
Create ck/adv files. | Run your final reports for B091719  
M093019 - FINAL  
Confirm, Distribute & Encumb run.  
Create ck/adv files.  
Off-cycle for MF/BF092419 | Absences are finalized @ 12:00 for B100119 week 1 – All high exceptions must be cleared & absences approved before 12:00. + Time Admin is run afterwards. | Run your final reports for M093019  
Run your final reports for MF/BF092419 | Pay Day – B091719  
ePAR cutoff for B100119  
Run Reallocation Process. |     |
| 29  | 30  |     |     |     |     |     |

**Time Admin Runs Daily**

**Biweekly:**
- 5:45 am
- 10:00 pm

**Monthly:**
- 10:00 am
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1. **Pay Day – M093019 & MF/BF092419**
   - B10019 – Period ends & paylines are created.
   - Run Leave Accruals

2. **Absences are finalized**
   - **@ 12:00 for B100119**
   - **week 2 – All high exceptions must be cleared & absences approved before 12:00.**
   - **+ Time Admin is run afterwards.**

3. **B100119 – Initial Trial**
   - Run & review trial
   - Process corrections
   - Time Admin run at 12:00 & 3:00

4. **Run Reallocation Process.**
   - **B100119 – 2nd Trial**
   - Last corrections by 2:00
   - TL Last Load @ 5:00.
   - **+ Time Admin runs at 12:00 & 3:00**

5. **Pay Day – B100119**
   - ePAR cutoff for B101519

6. **Absences are finalized**
   - **@ 12:00 for B101519**
   - **week 2 – All high exceptions must be cleared & absences approved before 12:00.**
   - **+ Time Admin is run afterwards.**
   - Run your final reports for MF/BF100819

7. **B101519 – 2nd Trial**
   - Last corrections by 2:00
   - TL Last Load @ 5:00.
   - **+ Time Admin runs at 12:00 & 3:00**

8. **Run your final reports for B101519**
   - Off-cycle for MF/BF100819

9. **Absences are finalized**
   - **@ 12:00 for B101519**
   - **week 1 – All high exceptions must be cleared & absences approved before 12:00.**
   - **+ Time Admin is run afterwards.**
   - Run your final reports for MF/BF100819

10. **B101519 – Initial Trial**
    - Run & review trial
    - Process corrections
    - Time Admin run at 12:00 & 3:00

11. **Pay Day – B101519**
    - ePAR cutoff for B101519
    - Run Reallocation Process.

12. **Run Reallocation Process.**
    - **B101519 – 3rd Trial**
    - Last corrections by 2:00
    - TL Last Load @ 5:00.
    - **+ Time Admin runs at 12:00 & 3:00**

13. **Pay Day – B101519**
    - ePAR cutoff for M103119

14. **M103119 – Trial**
    - Run & review trial
    - Process corrections

15. **B101519 – Period ends & paylines are created.**
    - Pay Day – MF/BF100819

16. **Absences are finalized**
    - **@ 12:00 for B101519**
    - **week 2 – All high exceptions must be cleared & absences approved before 12:00.**
    - **+ Time Admin is run afterwards.**

17. **B101519 – Initial Trial**
    - Run & review trial
    - Process corrections
    - Time Admin run at 12:00 & 3:00
    - ePAR cutoff for M103119

18. **Run Reallocation Process.**
    - **B101519 – 3rd Trial**
    - Last corrections by 2:00
    - TL Last Load @ 5:00.
    - **+ Time Admin runs at 12:00 & 3:00**

19. **Pay Day – B101519**
    - ePAR cutoff for B102919
    - Run Reallocation Process.

20. **M103119 – Trial**
    - Run & review trial
    - Process corrections

21. **B101519 – Initial Trial**
    - Run & review trial
    - Process corrections
    - Time Admin run at 12:00 & 3:00

22. **B101519 – Period ends & paylines are created.**
    - Pay Day – MF/BF100819

23. **Absences are finalized**
    - **@ 12:00 for B102919**
    - **week 2 – All high exceptions must be cleared & absences approved before 12:00.**
    - **+ Time Admin is run afterwards.**

24. **B102919 – Initial Trial**
    - Run & review trial
    - Process corrections
    - Time Admin run at 12:00 & 3:00

25. **Pay Day – B102919**
    - ePAR cutoff for B102919
    - Run Reallocation Process.

26. **M103119 – Final**
    - Confirm, Distribute & Encumb run.
    - Create ck/adv files.

27. **Run your final reports for M103119**
    - Off-cycle for MF/BF102819

28. **Run your final reports for M103119**
    - Off-cycle for MF/BF102819

29. **B102919 – Period ends & paylines are created.**
    - Run your final reports for MF/BF102819

30. **Absences are finalized**
    - **@ 12:00 for B102919**
    - **week 2 – All high exceptions must be cleared & absences approved before 12:00.**
    - **+ Time Admin is run afterwards.**

31. **B102919 – Initial Trial**
    - Run & review trial
    - Process corrections
    - Time Admin run at 12:00 & 3:00
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<td>B102919 - FINAL</td>
<td>Run your final reports for B102919</td>
<td>Absences are finalized @ 12:00 for B111219 week 1 – All high exceptions must be cleared &amp; absences approved before 12:00. + Time Admin is run afterwards.</td>
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<td>B111219 – Period ends &amp; paylines are created. Off-cycle for MF/BF111219</td>
<td>Absences are finalized @ 12:00 for B111219 week 2 – All high exceptions must be cleared &amp; absences approved before 12:00. + Time Admin is run afterwards. Run your final reports for MF/BF111219</td>
<td>B111219 – Initial Trial</td>
<td>Pay Day – MF/BF111219</td>
<td>Run Reallocation Process.</td>
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<td>+ Run &amp; review trial + Process corrections + Time Admin run at 12:00 &amp; 3:00</td>
<td>B111219 - 2nd Trial</td>
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<td>B111219 - FINAL</td>
<td>Run your final reports for B111219 Absences are finalized @ 12:00 for M113019 approve before 12:00. – All high exceptions must be cleared &amp; absences approved before 12:00. + Time Admin is run afterwards.</td>
<td>Absences are finalized @ 12:00 for B112619 week 1 – All high exceptions must be cleared &amp; absences approved before 12:00. + Time Admin is run afterwards. M113019 – Trial</td>
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<td>Pay Day – B111219</td>
<td>Run Reallocation Process.</td>
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<td>+ Run &amp; review trial + Process corrections</td>
<td>M113019 - FINAL</td>
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<td>Run your final reports for MF/BF111219</td>
<td>Confirm, Distribute &amp; Encumb run. Create ck/adv files.</td>
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<td>B112619 – Period ends &amp; paylines are created. Off-cycle for MF/BF112619</td>
<td>Absences are finalized @ 12:00 for B112619 week 2 – All high exceptions must be cleared &amp; absences approved before 12:00. + Time Admin is run afterwards. Run your final reports for MF/BF112619</td>
<td>B112619 – NO TRIAL</td>
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<td><strong>Time Admin Runs Daily</strong>&lt;br&gt;<strong>Biweekly:</strong> 5:45 am 10:00 pm&lt;br&gt;<strong>Monthly:</strong> 10:00 am</td>
<td>2</td>
<td><strong>Pay Day – M113019 &amp; MF/BF112619</strong>&lt;br&gt;<strong>B112619 – Final Trial</strong> @ 8:00 am&lt;br&gt; * Run &amp; review trial&lt;br&gt; * Process corrections&lt;br&gt;<strong>B112619 – Final</strong> Confirm, Distribute &amp; Encumb run.&lt;br&gt;Create ck/adv files.&lt;br&gt;Run Leave Accruals</td>
<td>3</td>
<td><strong>Run your final reports for B112619</strong>&lt;br&gt;<strong>Absences are finalized @ 12:00 for B121019</strong>&lt;br&gt;<strong>Week 1 – All high exceptions must be cleared &amp; absences approved before 12:00.</strong>&lt;br&gt;<strong>+ Time Admin is run afterwards.</strong></td>
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<td><strong>Time Admin Runs</strong>&lt;br&gt;Daily**&lt;br&gt;Biweekly:&lt;br&gt;5:45 am&lt;br&gt;10:00 pm**&lt;br&gt;Monthly:&lt;br&gt;10:00 am</td>
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<td><strong>Absences are finalized @ 12:00 for B010720&lt;br&gt;week 1 – All high exceptions must be cleared &amp; absences approved before 12:00.&lt;br&gt;<strong>Time Admin is run afterwards.</strong>&lt;br&gt;Run Leave Accruals</strong>&lt;br&gt;HOLIDAY**&lt;br&gt;5</td>
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<td>B010720 – Period ends &amp; paylines are created.&lt;br&gt;Off-cycle for MF/BF010720</td>
<td>B010720 – Initial Trial&lt;br&gt;Run &amp; review trial&lt;br&gt;Process corrections&lt;br&gt;<strong>Time Admin run at 12:00 &amp; 3:00</strong>&lt;br&gt;<strong>Time Admin is run afterwards.</strong></td>
<td><strong>B010720 – Initial Trial</strong>&lt;br&gt;Run &amp; review trial&lt;br&gt;Process corrections&lt;br&gt;<strong>Time Admin run at 12:00 &amp; 3:00</strong>&lt;br&gt;<strong>Time Admin is run afterwards.</strong></td>
<td><strong>B010720 – 2nd Trial</strong>&lt;br&gt;Last corrections by 2:00&lt;br&gt;<strong>TL Last Load @ 5:00.</strong>&lt;br&gt;<strong>Time Admin runs at 12:00 &amp; 3:00</strong></td>
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<td><strong>B010720 - FINAL</strong>&lt;br&gt;Confirm, Distribute &amp; Encumb run.&lt;br&gt;Create ck/adv files.</td>
<td>Run your final reports for B010720</td>
<td>Pay Day – M123119&lt;br&gt;ePAR cutoff for B010720&lt;br&gt;Absences are finalized @ 12:00 for M013120&lt;br&gt;week 2 – All high exceptions must be cleared &amp; absences approved before 12:00.&lt;br&gt;<strong>Time Admin is run afterwards.</strong></td>
<td><strong>B010720 – Initial Trial</strong>&lt;br&gt;Run &amp; review trial&lt;br&gt;Process corrections&lt;br&gt;<strong>Time Admin run at 12:00 &amp; 3:00</strong>&lt;br&gt;<strong>Time Admin is run afterwards.</strong></td>
<td><strong>B010720 - 2nd Trial</strong>&lt;br&gt;Last corrections by 2:00&lt;br&gt;<strong>TL Last Load @ 5:00.</strong>&lt;br&gt;<strong>Time Admin runs at 12:00 &amp; 3:00</strong></td>
<td><strong>Pay Day – B010720</strong>&lt;br&gt;Run Reallocation Process.</td>
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<td><strong>M013120 – Paylines are created.</strong>&lt;br&gt;HOLIDAY</td>
<td>B012120 – Period ends &amp; paylines are created.&lt;br&gt;Absences are finalized @ 12:00 for M013120&lt;br&gt;approve before 12:00.&lt;br&gt;All high exceptions must be cleared &amp; absences approved before 12:00.&lt;br&gt;<strong>Time Admin is run afterwards.</strong></td>
<td>Absences are finalized @ 12:00 for B012120&lt;br&gt;week 2 – All high exceptions must be cleared &amp; absences approved before 12:00.&lt;br&gt;<strong>Time Admin is run afterwards.</strong></td>
<td><strong>B012120 – Initial Trial</strong>&lt;br&gt;Run &amp; review trial&lt;br&gt;Process corrections&lt;br&gt;<strong>Time Admin run at 12:00 &amp; 3:00</strong>&lt;br&gt;<strong>Time Admin is run afterwards.</strong></td>
<td>Run Reallocation Process.&lt;br&gt;<strong>B012120 - 2nd Trial</strong>&lt;br&gt;Last corrections by 2:00&lt;br&gt;<strong>TL Last Load @ 5:00.</strong>&lt;br&gt;<strong>Time Admin runs at 12:00 &amp; 3:00</strong></td>
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<td><strong>B012120 - FINAL</strong>&lt;br&gt;Confirm, Distribute &amp; Encumb run.&lt;br&gt;Create ck/adv files.&lt;br&gt;<strong>M013120 - FINAL</strong>&lt;br&gt;Confirm, Distribute &amp; Encumb run.&lt;br&gt;Create ck/adv files.</td>
<td>Run your final reports for B012120 &amp; M013120&lt;br&gt;Off-cycle for MF/BF012820</td>
<td>Absences are finalized @ 12:00 for B020420&lt;br&gt;week 1 – All high exceptions must be cleared &amp; absences approved before 12:00.&lt;br&gt;<strong>Time Admin is run afterwards.</strong></td>
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<td>3</td>
<td>Pay Day – M013120 &amp; MF/BF012819&lt;br&gt;Run Leave Accruals</td>
<td>4</td>
<td>B020420 – Period ends &amp; paylines are created.</td>
<td>5</td>
<td>Absences are finalized @ 12:00 for B020420 week 2 – All high exceptions must be cleared &amp; absences approved before 12:00. + Time Admin is run afterwards.</td>
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<td>9</td>
<td>B020420 - FINAL&lt;br&gt;Confirm, Distribute &amp; Encumb run. Create ck/adv files.</td>
<td>10</td>
<td>Run your final reports for B020420&lt;br&gt;Off-cycle for MF/BF021120</td>
<td>11</td>
<td>Absences are finalized @ 12:00 for B021820 week 1 – All high exceptions must be cleared &amp; absences approved before 12:00. + Time Admin is run afterwards.</td>
<td>12</td>
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<td>15</td>
<td>Pay Day – MF/BF021120&lt;br&gt;M022920 – Paylines are created.</td>
<td>16</td>
<td>B021820 – Period ends &amp; paylines are created. Absences are finalized @ 12:00 for M022920 approve before 12:00. All high exceptions must be cleared &amp; absences approved before 12:00. + Time Admin is run afterwards.</td>
<td>17</td>
<td>Absences are finalized @ 12:00 for B021820 week 2 – All high exceptions must be cleared &amp; absences approved before 12:00. + Time Admin is run afterwards.</td>
<td>18</td>
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<td>21</td>
<td>Pay Day – MF/BF021120&lt;br&gt;M022920 – Paylines are created.</td>
<td>22</td>
<td>B021820 - FINAL&lt;br&gt;Confirm, Distribute &amp; Encumb run. Create ck/adv files. M022920 – FINAL&lt;br&gt;Confirm, Distribute &amp; Encumb run. Create ck/adv files.</td>
<td>23</td>
<td>Run your final reports for B021820 &amp; M022920&lt;br&gt;Off-cycle for MF/BF022520</td>
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</tbody>
</table>
| 1 | **Time Admin Runs Daily**  

   **Biweekly:**  
   5:45 am  
   10:00 pm  

   **Monthly:**  
   10:00 am  |
| 2 | Pay Day – M022920 & MF/BF022520  

   Run Leave Accruals |
| 3 | B030320 – Period ends & paylines are created. |
| 4 | Absences are finalized @ 12:00 for B030320  

   week 2  

   **All high exceptions must be cleared & absences approved before 12:00.**  

   + Time Admin is run afterwards. |
| 5 | **B030320 – Initial Trial**  

   + Run & review trial  

   + Process corrections  

   + Time Admin run at 12:00 & 3:00 |
| 6 | Run Reallocation Process.  

   **B030320 – 2nd Trial**  

   Last corrections by 2:00  

   TL Last Load @ 5:00.  

   + Time Admin runs at 12:00 & 3:00 |
| 7 | **HOLIDAY** |
| 8 | **B030320 – FINAL**  

   Confirm, Distribute & Encumb run.  

   Create ck/adv files. |
| 9 | Run your final reports for B030320  

   Off-cycle for MF/BF031020 |
| 10 | Absences are finalized @ 12:00 for B031720  

   week 1  

   **All high exceptions must be cleared & absences approved before 12:00.**  

   + Time Admin is run afterwards. |
| 11 | Run Reallocation Process.  

   **ePAR cutoff for B031720 & M033120** |
| 12 | Pay Day – B030320 |
| 13 | **HOLIDAY** |
| 14 | **B031720 – Period ends & paylines are created.**  

   M033120 – Paylines are created. |
| 15 | Pay Day – MF/BF030120 |
| 16 | B031720 – Period ends & paylines are created.  

   M033120 – Paylines are created. |
| 17 | Absences are finalized @ 12:00 for B031720  

   week 2  

   **All high exceptions must be cleared & absences approved before 12:00.**  

   + Time Admin is run afterwards. |
| 18 | **B031720 – Initial Trial**  

   + Run & review trial  

   + Process corrections  

   + Time Admin run at 12:00 & 3:00  

   Absences are finalized @ 12:00 for M033120  

   approve before 12:00.  

   **All high exceptions must be cleared & absences approved before 12:00.**  

   + Time Admin is run afterwards. |
| 19 | Run Reallocation Process.  

   **B031720 – 2nd Trial**  

   Last corrections by 2:00  

   TL Last Load @ 5:00.  

   + Time Admin runs at 12:00 & 3:00  

   **M033120 – Trial**  

   + Run & review trial  

   + Process corrections |
| 20 | **HOLIDAY** |
| 21 | **B031720 - FINAL**  

   Confirm, Distribute & Encumb run.  

   Create ck/adv files. |
| 22 | Run your final reports for B031720  

   Off-cycle for MF/BF032620 |
| 23 | **B031720 - FINAL**  

   Confirm, Distribute & Encumb run.  

   Create ck/adv files. |
| 24 | Absences are finalized @ 12:00 for B033120  

   week 1  

   **All high exceptions must be cleared & absences approved before 12:00.**  

   + Time Admin is run afterwards.  

   **M033120 - FINAL**  

   Confirm, Distribute & Encumb run.  

   Create ck/adv files. |
| 25 | Run Reallocation Process.  

   **ePAR cutoff for B033120** |
| 26 | Pay Day – B031720  

   Run Reallocation Process.  

   **ePAR cutoff for B033120** |
| 27 | Off-cycle for MF/BF032620  

   **M033120 – Trial**  

   + Run & review trial  

   + Process corrections |
<p>| 28 | <strong>HOLIDAY</strong> |
| 29 | <strong>B033120 – Period ends &amp; paylines are created.</strong> |
| 30 | |
| 31 | |</p>
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<tr>
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<tbody>
<tr>
<td>Time Admin Runs Daily</td>
<td>Biweekly: 5:45 am 10:00 pm</td>
<td>Monthly: 10:00 am</td>
<td>Pay Day – B033120 &amp; MF/BF032620</td>
<td>Absences are finalized @ 12:00 for B033120 week 2 – <strong>All high exceptions must be cleared &amp; absences approved before 12:00. + Time Admin is run afterwards.</strong></td>
<td>B033120 – Initial Trial</td>
<td>Run Reallocation Process. B033120 - 2nd Trial</td>
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<td>5</td>
<td>6</td>
<td>B033120 - FINAL Confirm, Distribute &amp; Encumb run. Create ck/adv files.</td>
<td>Run your final reports for B033120 Off-cycle for MF/BF040720</td>
<td>Absences are finalized @ 12:00 for B041420 week 1 – <strong>All high exceptions must be cleared &amp; absences approved before 12:00. + Time Admin is run afterwards.</strong></td>
<td>Pay Day – B033120 Run Reallocation Process.</td>
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<td>12</td>
<td>13</td>
<td>B041420 – Period ends &amp; paylines are created.</td>
<td>Pay Day – MF/BF040720</td>
<td>Absences are finalized @ 12:00 for B041420 week 2 – <strong>All high exceptions must be cleared &amp; absences approved before 12:00. + Time Admin is run afterwards.</strong></td>
<td>B041420 – Initial Trial</td>
<td>Run Reallocation Process. B041420 - 2nd Trial</td>
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<td>19</td>
<td>20</td>
<td>B041420 - FINAL Confirm, Distribute &amp; Encumb run. Create ck/adv files. M043020 – Paylines are created.</td>
<td>Run your final reports for B041420</td>
<td>Absences are finalized @ 12:00 for M043020 approve before 12:00. – <strong>All high exceptions must be cleared &amp; absences approved before 12:00. + Time Admin is run afterwards.</strong></td>
<td>B041420 – Initial Trial</td>
<td>Run Reallocation Process. M043020 - FINAL Confirm, Distribute &amp; Encumb run. Create ck/adv files.</td>
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<td>26</td>
<td>27</td>
<td>Off-cycle for MF/BF042720</td>
<td>B042820 – Period ends &amp; paylines are created.</td>
<td>Absences are finalized @ 12:00 for B042820 week 2 – <strong>All high exceptions must be cleared &amp; absences approved before 12:00. + Time Admin is run afterwards.</strong></td>
<td>B042820 – Initial Trial</td>
<td>Run Reallocation Process. B042820 - 2nd Trial</td>
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<td><strong>Time Admin Runs</strong></td>
<td>Daily</td>
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<td>Pay Day – M043020 &amp; MF/BF042720</td>
<td>Run Reallocation Process. B042820 - 2nd Trial Last corrections by 2:00 TL Last Load @ 5:00. + Time Admin runs at 12:00 &amp; 3:00</td>
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<td>Biweekly: 5:45 am 10:00 pm</td>
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<td>Run Leave Accruals &amp; Encumb run. Create ck/adv files.</td>
<td>Absences are finalized @ 12:00 for B042820 week 1 – All high exceptions must be cleared &amp; absences approved before 12:00. + Time Admin is run afterwards.</td>
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<td>4</td>
<td><strong>B042820 - FINAL</strong> Confirm, Distribute &amp; Encumb run.</td>
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<td>Run your final reports for B042820 Off-cycle for MF/BF050520</td>
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<td>6</td>
<td>Run Leave Accruals</td>
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<td>Absences are finalized @ 12:00 for B051220 week 2 – All high exceptions must be cleared &amp; absences approved before 12:00. + Time Admin is run afterwards.</td>
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<td>8</td>
<td>Pay Day – B042820 Run Reallocation Process. ePAR cutoff for B051220</td>
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<td>B051220 – Initial Trial Run &amp; review trial + Process corrections + Time Admin run at 12:00 &amp; 3:00 ePAR cutoff for M053120</td>
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<td>10</td>
<td><strong>B051220 - FINAL</strong> Confirm, Distribute &amp; Encumb run. Create ck/adv files. M053120 – Paylines are created.</td>
<td>11</td>
<td>Run your final reports for B051220 Absences are finalized @ 12:00 for M053120 week 1 – All high exceptions must be cleared &amp; absences approved before 12:00. + Time Admin is run afterwards. M053120 – Trial + Run &amp; review trial + Process corrections</td>
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<td>12</td>
<td>B051220 – Period ends &amp; paylines are created.</td>
<td>13</td>
<td>Absences are finalized @ 12:00 for B051220 week 2 – All high exceptions must be cleared &amp; absences approved before 12:00. + Time Admin is run afterwards.</td>
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<td>14</td>
<td>Pay Day – B051220 Run Reallocation Process. B051220 - 2nd Trial Last corrections by 2:00 TL Last Load @ 5:00. + Time Admin runs at 12:00 &amp; 3:00</td>
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<td>15</td>
<td><strong>B051220 - FINAL</strong> Confirm, Distribute &amp; Encumb run. Create ck/adv files. M053120 – Paylines are created.</td>
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<td>17</td>
<td><strong>B051220 - FINAL</strong> Confirm, Distribute &amp; Encumb run. Create ck/adv files. M053120 – Paylines are created.</td>
<td>18</td>
<td>Run your final reports for B051220 Absences are finalized @ 12:00 for M053120 approve before 12:00. – All high exceptions must be cleared &amp; absences approved before 12:00. + Time Admin is run afterwards.</td>
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<td>Absences are finalized @ 12:00 for B052620 week 1 – All high exceptions must be cleared &amp; absences approved before 12:00. + Time Admin is run afterwards. M053120 – Trial + Run &amp; review trial + Process corrections</td>
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<td>ePAR cutoff for B052620</td>
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<td>24</td>
<td><strong>HOLIDAY</strong></td>
<td>25</td>
<td>B052620 – Period ends &amp; paylines are created. Off-cycle for MF/BF052620</td>
<td>Absences are finalized @ 12:00 for B052620 week 2 – All high exceptions must be cleared &amp; absences approved before 12:00. + Time Admin is run afterwards.</td>
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<td>28</td>
<td><strong>B052620 – Initial Trial</strong> Run &amp; review trial + Process corrections + Time Admin run at 12:00 &amp; 3:00</td>
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<td>29</td>
<td>Run Reallocation Process. B052620 - 2nd Trial Last corrections by 2:00 TL Last Load @ 5:00. + Time Admin runs at 12:00 &amp; 3:00</td>
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<td><strong>Time Admin Runs</strong>&lt;br&gt;Daily</td>
<td>1</td>
<td>Pay Day – M053120 &amp; MF/BF062620</td>
<td>2</td>
<td>Run Leave Accruals</td>
<td>3</td>
<td>Absences are finalized @ 12:00 for B060920 week 1 – All high exceptions must be cleared &amp; absences approved before 12:00. + Time Admin is run afterwards.</td>
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<td>Biweekly: 5:45 am 10:00 pm</td>
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<td>B052620 - FINAL, Confirm, Distribute &amp; Encumb run. Create ck/adv files.</td>
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<td>Run your final reports for B052620</td>
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<td>ePAR cutoff for B060920</td>
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<td>Monthly: 10:00 am</td>
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<td>Pay Day – B052620</td>
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<td>8</td>
<td>B060920 – Period ends &amp; paylines are created. Off-cycle for MF/BF060920</td>
<td>9</td>
<td>Absences are finalized @ 12:00 for B060920 week 2 – All high exceptions must be cleared &amp; absences approved before 12:00. + Time Admin is run afterwards.</td>
<td>10</td>
<td>Absences are finalized @ 12:00 for B060920 week 3 – All high exceptions must be cleared &amp; absences approved before 12:00. + Time Admin is run afterwards.</td>
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<td>12</td>
<td>Run Reallocation Process. B060920 - 2nd Trial Last corrections by 2:00 TL Last Load @ 5:00. + Time Admin runs at 12:00 &amp; 3:00 ePAR cutoff for M063020</td>
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<td>13</td>
<td>Pay Day – B060920</td>
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<td>14</td>
<td>B060920 - FINAL, Confirm, Distribute &amp; Encumb run. Create ck/adv files. Pay Day – MF/BF060920</td>
<td>15</td>
<td>Run your final reports for B060920 M063020 – Paylines are created.</td>
<td>16</td>
<td>Absences are finalized @ 12:00 for B063230 week 1 – All high exceptions must be cleared &amp; absences approved before 12:00. + Time Admin is run afterwards.</td>
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<td>22</td>
<td>M063020 – Trial + Run &amp; review trial + Process corrections</td>
<td>23</td>
<td>B062320 – Period ends &amp; paylines are created.</td>
<td>24</td>
<td>Absences are finalized @ 12:00 for B062320 week 2 – All high exceptions must be cleared &amp; absences approved before 12:00. + Time Admin is run afterwards.</td>
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<td>26</td>
<td>Run Reallocation Process. B062320 - 2nd Trial Last corrections by 2:00 TL Last Load @ 5:00. + Time Admin runs at 12:00 &amp; 3:00</td>
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<td><strong>Time Admin Runs</strong>&lt;br&gt;<strong>Daily</strong>&lt;br&gt;<strong>Biweekly:</strong>&lt;br&gt;5:45 am 10:00 pm&lt;br&gt;<strong>Monthly:</strong>&lt;br&gt;10:00 am</td>
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<td><strong>Pay Day – M063020 &amp; MF/BF062620</strong>&lt;br&gt;Absences are finalized @ 12:00 for B070720 week 1 – All high exceptions must be cleared &amp; absences approved before 12:00.&lt;br&gt;+Time Admin is run afterwards.&lt;br&gt;Run Leave Accruals</td>
<td><strong>Pay Day – B062320</strong>&lt;br&gt;Run Reallocation Process.&lt;br&gt;ePAR cutoff for B070720</td>
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<td><strong>Off-cycle for MF/BF070720</strong></td>
<td><strong>B070720 – Period ends &amp; paylines are created</strong>&lt;br&gt;<strong>Off-cycle for MF/BF070720</strong></td>
<td><strong>Absences are finalized @ 12:00 for B070720 week 1 – All high exceptions must be cleared &amp; absences approved before 12:00.&lt;br&gt;+Time Admin is run afterwards.</strong></td>
<td><strong>B070720 – Initial Trial</strong>&lt;br&gt;+ Run &amp; review trial&lt;br&gt;+ Process corrections&lt;br&gt;+ Time Admin run at 12:00 &amp; 3:00</td>
<td><strong>B070720 – 2nd Trial</strong>&lt;br&gt;Run Reallocation Process.&lt;br&gt;B070720 - 2nd Trial&lt;br&gt;Last corrections by 2:00&lt;br&gt;TL Last Load @ 5:00.&lt;br&gt;+ Time Admin runs at 12:00 &amp; 3:00</td>
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<td><strong>B070720 – FINAL</strong>&lt;br&gt;Confirm, Distribute &amp; Encumb run.&lt;br&gt;Create ck/adv files.</td>
<td><strong>Pay Day – MF/BF070720</strong>&lt;br&gt;Absences are finalized @ 12:00 for B072120 week 1 – All high exceptions must be cleared &amp; absences approved before 12:00.&lt;br&gt;+Time Admin is run afterwards.</td>
<td><strong>Pay Day – M073120</strong>&lt;br&gt;ePAR cutoff for M073120</td>
<td><strong>Pay Day – B072120</strong>&lt;br&gt;Run Reallocation Process.&lt;br&gt;ePAR cutoff for B072120</td>
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<td><strong>M073120 – Paylines are created.</strong>&lt;br&gt;<strong>B072120 – Period ends &amp; paylines are created.</strong>&lt;br&gt;<strong>Absences are finalized @ 12:00 for M073120 approve before 12:00.</strong>&lt;br&gt;<strong>All high exceptions must be cleared &amp; absences approved before 12:00.</strong>&lt;br&gt;<strong>+Time Admin is run afterwards.</strong></td>
<td><strong>B072120 – Initial Trial</strong>&lt;br&gt;+ Run &amp; review trial&lt;br&gt;+ Process corrections&lt;br&gt;+ Time Admin run at 12:00 &amp; 3:00</td>
<td><strong>B072120 – Trial</strong>&lt;br&gt;+ Run &amp; review trial&lt;br&gt;+ Process corrections</td>
<td><strong>Run Reallocation Process.</strong>&lt;br&gt;B072120 - 2nd Trial&lt;br&gt;Last corrections by 2:00&lt;br&gt;TL Last Load @ 5:00.&lt;br&gt;+ Time Admin runs at 12:00 &amp; 3:00</td>
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<td><strong>B072120 – FINAL</strong>&lt;br&gt;Confirm, Distribute &amp; Encumb run.&lt;br&gt;Create ck/adv files.&lt;br&gt;M073120 – FINAL&lt;br&gt;Confirm, Distribute &amp; Encumb run.&lt;br&gt;Create ck/adv files.</td>
<td><strong>Run your final reports for B071220 &amp; M073120</strong>&lt;br&gt;<strong>Off-cycle for MF/BF072820</strong></td>
<td><strong>Absences are finalized @ 12:00 for B080420 week 1 – All high exceptions must be cleared &amp; absences approved before 12:00.&lt;br&gt;+Time Admin is run afterwards.</strong></td>
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<td>Time Admin Runs Daily</td>
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<td>Biweekly: 5:45 am</td>
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<td>Monthly: 10:00 am</td>
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<td>Pay Day – M073120 &amp; MF/BF072820</td>
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<td>B080420 – Period ends &amp; paylines are created.</td>
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<td>Absences are finalized @ 12:00 for B080420 week 1 – All high exceptions must be cleared &amp; absences approved before 12:00. + Time Admin is run afterwards.</td>
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<td>Run Leave Accruals</td>
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<td><strong>B080420 – Initial Trial</strong></td>
<td>+ Run &amp; review trial</td>
<td>+ Process corrections</td>
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<td><strong>B080420 - FINAL</strong></td>
<td>Run your final reports for B080420</td>
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<td>12</td>
<td>Absences are finalized @ 12:00 for B081820 week 1 – All high exceptions must be cleared &amp; absences approved before 12:00. + Time Admin is run afterwards.</td>
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<td>Confirm, Distribute &amp; Encumb run. Create ck/adv files.</td>
<td>Off-cycle for MF/BF081120</td>
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<td>Pay Day – MF/BF081120</td>
<td>B081820 – Period ends &amp; paylines are created.</td>
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<td>19</td>
<td>Absences are finalized @ 12:00 for M083120 approve before 12:00. All high exceptions must be cleared &amp; absences approved before 12:00. + Time Admin is run afterwards.</td>
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<td>M083120 – Paylines are created.</td>
<td>Absences are finalized @ 12:00 for M083120 approve before 12:00. All high exceptions must be cleared &amp; absences approved before 12:00. + Time Admin is run afterwards.</td>
<td>+ Run &amp; review trial</td>
<td>+ Process corrections</td>
<td>Time Admin run at 12:00 &amp; 3:00</td>
<td><strong>M083120 – Trial</strong></td>
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<td>+ Run &amp; review trial</td>
<td>+ Process corrections</td>
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<td>23</td>
<td><strong>B081820 - FINAL</strong></td>
<td>Confirm, Distribute &amp; Encumb run. Create ck/adv files.</td>
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<td>Run your final reports for B081620 &amp; M083120</td>
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<td>Confirm, Distribute &amp; Encumb run. Create ck/adv files.</td>
<td><strong>M083120 - FINAL</strong></td>
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