

September 2022						
◀ August						October ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
Time Admin Runs Daily Biweekly: 5:45 am 10:00 pm Monthly: 10:00 am Biweekly Trials 12 pm and 3pm				1 Pay Day – M083122 Pay Day – MF/BF082322 <u>B083022 FINAL- NO TRIAL</u>	2 <u>B083122 FINAL- NO TRIAL</u>	3
4	5 HOLIDAY	6 Run your final reports for B083122 Run Available Leave Reports	7 Absences are finalized @ 12:00 for B091322 week 1 – All high exceptions must be cleared & absences approved by manager before 10am	8 Off-cycle for MF/BF090822	9 Pay Day – B083022 ePAR cutoff for B091322	10
11	12	13 B091322 – Period ends & paylines are created.	14 Absences are finalized @ 12:00 for B091322 week 2 – All high exceptions must be cleared & absences approved by manager before 10 am	15 Pay Day – MF/BF090822 <u>B091322 – Initial Trial</u> + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00	16 <u>B091322 - 2nd Trial</u> Last corrections by 2:00 TL Last Load @ 5:00. ePAR cutoff for M093022	17
18	19 <u>B091322 - FINAL</u>	20 Run your final reports for B091322 M093022 Paylines are created. Absences are finalized @ 12:00 for M093022 All absences must be approved by manager before 10:00 a.m.	21 Absences are finalized @ 12:00 for B092722 week 1 – All high exceptions must be cleared & absences approved by manager before 10 am	22 <u>M93022 – Trial</u> + Run & review trial + Process corrections	23 Pay Day – B083122 & B091322 <u>M093022 – FINAL</u> ePAR cutoff for B092722	24
25	26 Run your final reports for M093022	27 B092722 – Period ends & paylines are created. Off-cycle for MF/BF092722	28 Absences are finalized @ 12:00 for B092722 week 2 – All high exceptions must be cleared & absences approved by manager before 10 am	29 <u>B092722 – Initial Trial</u> + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00	30 <u>B092722 - 2nd Trial</u> Last corrections by 2:00 TL Last Load @ 5:00. + Time Admin runs at 12:00 & 3:00 Run Reallocation Process.	

◀ September		October 2022					November ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
Time Admin Runs Daily Biweekly: 5:45 am 10:00 pm Monthly: 10:00 am Biweekly Trial 12 pm and 3pm						1	
2	3 Pay Day – M093022, Pay Day- MF/BF092722 <u>B092722 - FINAL</u>	4 Run your final reports for B092722 Run Available Leave Report	5 Absences are finalized @ 12:00 for B101122 week 1 – All high exceptions must be cleared & absences approved by manager before 10 am	6	7 Pay Day – B092722 ePAR cutoff for B101122	8	
9	10	11 B101122 – Period ends & paylines are created. Off-cycle for <u>MF/BF101122</u>	12 Absences are finalized @ 12:00 for B101122 week 2 – All high exceptions must be cleared & absences approved before 10 am	13 <u>B101122 – Initial Trial</u> + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00	14 <u>B101122 - 2nd Trial</u> Last corrections by 2:00 TL Last Load @ 5:00. + Time Admin runs at 12:00 & 3:00 ePAR cutoff for M103122	15	
16	17 Pay Day – MF/BF101122 <u>B101122 – FINAL</u>	18 Run your final reports for B101122 M103122 Paylines are created. Absences are finalized @ 12:00 for M103122 All absences must be approved by manager before 10 am	19 Absences are finalized @ 12:00 for B102522 week 1 – All high exceptions must be cleared & absences approved by manager before 10 am	20 <u>M103122 – Trial</u> + Run & review trial + Process corrections	21 Pay Day – B101122 ePAR cutoff for B102522	22	
23	24 <u>M103122 – FINAL</u>	25 B102522 – Period ends & paylines are created. Run your final reports for M103122 Off-cycle for <u>MF/BF102522</u>	26 Absences are finalized @ 12:00 for B102522 week 2 – All high exceptions must be cleared & absences approved by manager before 10 am	27 <u>B102522 – Initial Trial</u> + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00	28 <u>B102522 - 2nd Trial</u> Last corrections by 2:00 TL Last Load @ 5:00. + Time Admin runs at 12:00 & 3:00	29	
30	31 <u>B102522 – FINAL</u>						

November 2022						
◀ October						December ▶
Sun	Mon	Tue	We d	Thu	Fri	Sat
Time Admin Runs Daily Biweekly: 5:45 am 10:00 pm Monthly: 10:00 am Biweekly Trials 12 pm and 3pm		1 Pay Day – M093022 & Pay Day MF/BF103122 Run your final reports for B102522	2 Absences are finalized @ 12:00 for B110822 week 1 – All high exceptions must be cleared & absences approved by manager before 10 am	3	4 Pay Day – B0102522 ePAR cutoff for B110822	5
6	7 Run Available Leave Report	8 B110822 – Period ends & paylines are created. Off-cycle for MF/BF110822	9 Absences are finalized @ 12:00 for B110822 week 2 – <i>All high exceptions must be cleared & absences approved by manager before 10 am</i>	10 B110822 – Initial Trial + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00	11 B110822 - 2nd Trial Last corrections by 2:00 TL Last Load @ 5:00 + Time Admin runs at 12:00 & 3:00 ePAR cutoff for M113022	12
13	14 B110822 - FINAL	15 Pay Day- MF/BF110822 Run your final reports for B110822 M113022 Paylines are created. Absences are finalized @ 12:00 for M113022 <i>All absences approved by manager before 10 am</i>	16 Absences are finalized @ 12:00 for B112222 week 1 – All high exceptions must be cleared & absences approved by manager before 10 am	17 M113022 – Trial + Run & review trial + Process corrections	18 Pay Day – B110822 ePAR cutoff for B112222	19
20	21 M113022 - FINAL	22 B112222 – Period ends & paylines are created. Run your final reports for M113022 Off-cycle for MF/BF112222	23 Absences are finalized @ 12:00 for B112222 week 2 – All high exceptions must be cleared & absences approved by manager before 10 am	24 HOLIDAY	25 HOLIDAY	26
27	28 B112222 – FINAL – NO TRIAL	29 Run your final reports for B112222	30 Absences are finalized @ 10 am for B120622 week 1 – All high exceptions must be cleared & absences approved by manager before 10 am			

December 2022						
◀ November						January ▶
Su	Mon	Tue	Wed	Thu	Fri	Sat
	Time Admin Runs Daily Biweekly: 5:45 am 10:00 pm Monthly: 10:00 am Biweekly payroll 12 pm and 3pm			1 Pay Day – M113022 & Pay Day -MF/BF112222	2 Pay Day – B112222 ePAR cutoff for B120622	3
4	5 Run Available Leave Report	6 B120622 – Period ends & paylines are created. Off-cycle for MF/BF120622	7 Absences are finalized @ 12:00 for B120622 week 2 – All high exceptions must be cleared & absences approved by manager no later than 10 am	8 B120622 – Initial Trial + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00	9 B120622 – 2nd Trial Last corrections by 2:00 TL Last Load @ 5:00. + Time Admin runs at 12:00 & 3:00 ePAR cutoff for M123122	10
11	12 B120622 - FINAL	13 Run your final reports for B120622 M123122 Paylines are created.	14 Absences are finalized @ 12:00 for B122022 week 1 – All high exceptions must be cleared & absences approved by manager before 10 am	15 Pay Day – MF/BF120622 Absences are finalized @ 12:00 for M123122 <i>All absences approved before 10 am.</i>	16 Pay Day – B120622 M123122 – Trial + Run & review trial + Process corrections ePAR cutoff for B122022	17
18	19 M123122 - FINAL + Run & review trial	20 B122022 – Period ends & paylines are created.	21 Absences are finalized @ 12:00 for B122022 week 2 – All high exceptions must be cleared & absences approved by manager before 10 am	22 B122022 – Initial Trial – NO 2nd Trial + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00	23 B122022 - FINAL + Run & review trial	24
25	26 HOLIDAY 	27 HOLIDAY 	28 Absences are finalized @ 12:00 for B010323 week 1 – All high exceptions must be cleared & absences approved by manager before 10 am HOLIDAY 	29 HOLIDAY 	30 Pay Day – B123022 HOLIDAY 	31

◀ December		January 2023					February ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
1 Time Admin Runs Daily Biweekly: 5:45 am 10:00 pm Monthly: 10:00 am Biweekly Trials 12 pm and 3pm	2 Pay Day – M123122 ePAR cutoff for B010323	3 B010323 – Period ends & paylines are created.	4 Absences are finalized @ 12:00 for B010323 week 2 – <i>All high exceptions must be cleared & absences approved by manager before 10 am</i>	5 B010323 – Initial Trial + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00 Run Available Leave Report	6 B010323 - 2nd Trial Last corrections by 2:00 TL Last Load @ 5:00. + Time Admin runs at 12:00 & 3:00	7	
8	9 B010323 - FINAL	10 Run your final reports for B010323 Off-cycle for MF/BF010323	11 Absences are finalized @ 12:00 for B011723 week 1 – <i>All high exceptions must be cleared & absences approved by manager before 10 am</i>	12 ePAR cutoff for B011723 ePAR cutoff for M013123	13 Pay Day – B010323	14	
15	16 HOLIDAY	17 Pay Day – MF/BF010323 B011723 – Period ends & paylines are created. M013123 Paylines are created. Absences are finalized @ 12:00 for M013123 <i>All absences must be approved by manager before 10 am.</i>	18 Absences are finalized @ 12:00 for B011723 week 2 – <i>All high exceptions must be cleared & absences approved by manager before 10 am</i>	19 B011723 – Initial Trial + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00 M013123 – Trial + Run & review trial + Process corrections	20 B011723 - 2nd Trial Last corrections by 2:00 TL Last Load @ 5:00. + Time Admin runs at 12:00 & 3:00	21	
22	23 B011723 - FINAL M013123 - FINAL	24 Run your final reports for B011723 Off-cycle for MF/BF011723	25 Absences are finalized @ 12:00 for B013123 week 1 – <i>All high exceptions must be cleared & absences approved by manager before 10 am</i> Run your final reports for M013123	26	27 Pay Day – B011723 ePAR cutoff for B013123	28	
29	30	31 B013123 – Period ends & paylines are created.					

◀ January		February 2023					March ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
Time Admin Runs Daily Biweekly: 5:45 am 10:00 pm Monthly: 10:00 am Biweekly Trials 12 pm and 3pm			1 Pay Day – M013123 & MF/BF011723 Absences are finalized @ 12:00 for B013123 week 2 – All high exceptions must be cleared & absences approved by manager before 10 am Run Leave Accruals	2 B013123 – Initial Trial + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00	3 B013123 - 2nd Trial Last corrections by 2:00 TL Last Load @ 5:00. + Time Admin runs at 12:00 & 3:00	4	
5	6 B013123 - FINAL	7 Run your final reports for B013123 Off-cycle for MF/BF013123	8 Absences are finalized @ 12:00 for B021423 week 1 – All high exceptions must be cleared & absences approved by manager before 10 am	9	10 Pay Day – B013123 ePAR cutoff for B021423 ePAR cutoff for M022823	11	
12	13	14 B021423 – Period ends & paylines are created. M022823 Paylines are created.	15 Pay Day – MF/BF013123 Absences are finalized @ 12:00 for B021423 week 2 – All high exceptions must be cleared & absences approved by manager before 10 am	16 B021423 – Initial Trial + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00 Absences are finalized @ 12:00 for M022823 All absences must be approved by manager before 10 am	17 B021423 - 2nd Trial Last corrections by 2:00 TL Last Load @ 5:00. + Time Admin runs at 12:00 & 3:00 M022823 – Trial + Run & review trial + Process corrections	18	
19	20 B021423 - FINAL	21 Run your final reports for B021423 M022823 - FINAL + Run & review final	22 Absences are finalized @ 12:00 for B022823 week 1 – All high exceptions must be cleared & absences approved by manager before 10 am	23 Off-cycle for MF/BF022323	24 Pay Day – B021423 ePAR cutoff for B022823	25	
26	27	28 B022823 – Period ends & paylines are created.					

◀ February		March 2023					▶ April
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
<p>Time Admin Runs Daily</p> <p>Biweekly: 5:45 am 10:00 pm</p> <p>Monthly: 10:00 am</p> <p>Biweekly Trials 12 pm and 3pm</p>			<p>1</p> <p>Pay Day – M022823 Pay Day – MF022323</p> <p>Absences are finalized @ 12:00 for B022823 week 2 – All high exceptions must be cleared & absences approved by manager before 10 am</p>	<p>2</p> <p>B022823 – Initial Trial + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00</p>	<p>3</p> <p>B022823 - 2nd Trial Last corrections by 2:00 TL Last Load @ 5:00. + Time Admin runs at 12:00 & 3:00</p>		
5	<p>6</p> <p>B022823 - FINAL</p> <p>Run Available Leave Reports</p>	<p>7</p> <p>Run your final reports for B022823</p> <p>Off-cycle for MF/BF030723</p>	<p>8</p> <p>Absences are finalized @ 12:00 for B031423 week 1 – All high exceptions must be cleared & absences approved by manager before 10 am</p>	9	<p>10</p> <p>Pay Day – B022823</p> <p>ePAR cutoff for B031423</p>	11	
12	13	<p>14</p> <p>B031423 – Period ends & paylines are created.</p>	<p>15</p> <p>Pay Day – MF/BF030723</p> <p>Absences are finalized @ 12:00 for B031423 week 2 – All high exceptions must be cleared & absences approved by manager before 10 am</p>	<p>16</p> <p>B031423 – Initial Trial + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00</p>	<p>17</p> <p>B031423 - 2nd Trial Last corrections by 2:00 TL Last Load @ 5:00. + Time Admin runs at 12:00 & 3:00</p> <p>ePAR cutoff for M033123</p>	18	
19	<p>20</p> <p>B031423 - FINAL</p>	<p>21</p> <p>Run your final reports for B031423</p> <p>M033123 Paylines are created.</p> <p>Absences are finalized @ 12:00 for M033123 <i>All absences must be approved by manager before 10 am</i></p>	<p>22</p> <p>Absences are finalized @ 12:00 for B032823 week 2 – All high exceptions must be cleared & absences approved by manager before 10 am</p>	<p>23</p> <p>M033123 – Trial + Run & review trial + Process corrections</p>	<p>24</p> <p>Pay Day – B031423</p> <p>M033123 - FINAL</p> <p>ePAR cutoff for B032823</p>	25	
26	<p>27</p> <p>Run your final reports for M033123</p>	<p>28</p> <p>B032823 – Period ends & paylines are created.</p> <p>Off-cycle for MF/BF032823</p>	<p>29</p> <p>Absences are finalized @ 12:00 for B032823 week 2 – All high exceptions must be cleared & absences approved by manager before 10 am</p>	<p>30</p> <p>B032823 – Initial Trial + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00</p>	<p>31</p> <p>B032823 - 2nd Trial Last corrections by 2:00 TL Last Load @ 5:00. + Time Admin runs at 12:00 & 3:00</p>		

April 2023						
◀ March						May ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
Time Admin Runs Daily Biweekly: 5:45 am 10:00 pm Monthly: 10:00 am Biweekly Trials 12 pm and 3pm						1
2	3 Pay Day – M033123 & Pay Day -MF/BF032823 <u>B032823 - FINAL</u>	4 Run your final reports for B032823	5 Absences are finalized @ 12:00 for B041123 week 1 – All high exceptions must be cleared & absences approved by manager before 10 am Run Available Leave Reports	6	7 Pay Day – B032823 ePAR cutoff for B041123	8
9	10	11 B041123 – Period ends & paylines are created. Off-cycle for MF/BF041123	12 Absences are finalized @ 12:00 for B041123 week 2 – All high exceptions must be cleared & absences approved by manager before 10 am	13 <u>B041123 – Initial Trial</u> + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00	14 <u>B041123 - 2nd Trial</u> Last corrections by 2:00 TL Last Load @ 5:00. + Time Admin runs at 12:00 & 3:00 ePAR cutoff for M043023	15
16	17 Pay Day – MF/BF041123 <u>B041123 - FINAL</u>	18 Run your final reports for B041123 M043023 Paylines are created. Absences are finalized @ 12:00 for M043023 All absences must be approved by manager before 10 am.	19 Absences are finalized @ 12:00 for B042523 week 1 – All high exceptions must be cleared & absences approved by manager before 10 am	20 <u>M043023 – Trial</u> + Run & review trial + Process corrections	21 Pay Day – B041123 <u>M043023 - FINAL</u> ePAR cutoff for B042523	22
23	24 Run your final reports for M043023	25 B042523 – Period ends & paylines are created. Off-cycle for MF/BF042523	26 Absences are finalized @ 12:00 for B042523 week 2 – All high exceptions must be cleared & absences approved by manager before 10 am	27 <u>B042523 – Initial Trial</u> + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00	28 <u>B042523 - 2nd Trial</u> Last corrections by 2:00 TL Last Load @ 5:00. + Time Admin runs at 12:00 & 3:00	29
30						

May 2023						
◀ April						June ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
Time Admin Runs Daily Biweekly : 5:45 am 10:00 pm Monthly: 10:00 am Biweekly Trials 12 pm and 3pm	1 Pay Day – M043023 & Pay Day -MF/BF042523 B042523 - FINAL	2 Run your final reports for B042523	3 Absences are finalized @ 12:00 for B050923 week 1 – All high exceptions must be cleared & absences approved by manager before 10 am	4	5 Pay Day – B042523 ePAR cutoff for B050923 Run Available Leave Report	6
7	8	9 B050923 – Period ends & paylines are created. Off-cycle for MF/BF050923	10 Absences are finalized @ 12:00 for B050923 week 2 – All high exceptions must be cleared & absences approved by manager before 10 am	11 B050923 – Initial Trial + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00	12 B050923 - 2nd Trial Last corrections by 2:00 TL Last Load @ 5:00. + Time Admin runs at 12:00 & 3:00	13
14	15 Pay Day – MF/BF050923 B050923 - FINAL	16 Run your final reports for B050923 ePAR cutoff for M053123	17 Absences are finalized @ 12:00 for B052323 week 1 – All high exceptions must be cleared & absences approved by manager before 10 am	18 M053123 Paylines are created. Absences are finalized @ 12:00 for M053123 All absences must be approved by manager before 10 am	19 Pay Day – B050923 M053123 – Trial + Run & review trial + Process corrections ePAR cutoff for B052323	20
21	22 M053123 - FINAL	23 B052323 – Period ends & paylines are created. Run your final reports for M053123 Off-cycle for MF/BF052323	24 Absences are finalized @ 12:00 for B052323 week 2 – All high exceptions must be cleared & absences approved by manager before 10 am	25 B052323 – Initial Trial – NO 2ND Trail + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00	26 B052323 - FINAL + Run & review final	27
28	29 HOLIDAY	30 Run your final reports for B052323	31 Absences are finalized @ 12:00 for B060623 week 1 – All high exceptions must be cleared & absences approved by manager before 10 am			

June 2023						
◀ May						July ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
Time Admin Runs Daily Biweekly: 5:45 am 10:00 pm Monthly: 10:00 am Biweekly Trials 12 pm and 3pm				1 Pay Day – M053123 & Pay Day – MF/BF052323	2 Pay Day – B052323 ePAR cutoff for B060623	3
4	5 Run Available Leave Report	6 B060623 – Period ends & paylines are created. Off-cycle for MF/BF060623	7 Absences are finalized @ 12:00 for B060623 week 2 – <i>All high exceptions must be cleared & absences approved by manager before 10 am</i>	8 <u>B060623 – Initial Trial</u> + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00	9 <u>B060623 - 2nd Trial</u> Last corrections by 2:00 TL Last Load @ 5:00. + Time Admin runs at 12:00 & 3:00	10
11	12 <u>B060623 - FINAL</u>	13 Run your final reports for B060623	14 Absences are finalized @ 12:00 for B062023 week 1 – <i>All high exceptions must be cleared & absences approved by manager before 10 am</i>	15 Pay Day – MF/BF060623 ePAR cutoff for M063023	16 Pay Day – B060623 ePAR cutoff for B062023	17
18	19 M063023 Paylines are created.	20 B062023 – Period ends & paylines are created. Absences are finalized @ 12:00 for M063023 <i>All absences must be approved by manager before 10 am</i>	21 Absences are finalized @ 12:00 for B062023 week 2 – <i>All high exceptions must be cleared & absences approved by manager before 10 am</i>	22 <u>B062023 – Initial Trial – NO 2nd Trial</u> + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00 <u>M063023 – Trial</u> + Run & review trial + Process corrections	23 <u>B062023 - FINAL</u>	24
25	26 <u>M063023 - FINAL</u> Run your final reports for B062023	27 Run your final reports for M063023 Off-cycle for MF/BF062723	28 Absences are finalized @ 12:00 for B070423 week 1 – <i>All high exceptions must be cleared & absences approved by manager before 10 am</i>	29	30 Pay Day – B062023 ePAR cutoff for B070423	

July 2023						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
<p>Time Admin Runs Daily</p> <p>Biweekly: 5:45 am 10:00 pm</p> <p>Monthly: 10:00 am</p> <p>Biweekly Trials 12 pm and 3pm</p>						1
2	<p>3</p> <p>Pay Day – M063023 Pay Day MF/BF062723</p>	<p>4</p> <p>B070423 – Period ends & paylines are created.</p> <p>HOLIDAY</p>	<p>5</p> <p>Absences are finalized @ 12:00 for B070423 week 2 – <i>All high exceptions must be cleared & absences approved by manager before 10 am</i></p> <p>Run Available Leave Report</p>	<p>6</p> <p>B070423 – Initial Trial + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00</p>	<p>7</p> <p>B070423 - 2nd Trial Last corrections by 2:00 TL Last Load @ 5:00. + Time Admin run at 12:00 & 3:00</p>	8
9	<p>10</p> <p>B070423 - FINAL</p>	<p>11</p> <p>Run your final reports for B070423</p> <p>Off-cycle for MF/BF071123</p>	<p>12</p> <p>Absences are finalized @ 12:00 for B071823 week 1 – <i>All high exceptions must be cleared & absences approved by manager before 10 am</i></p>	<p>13</p> <p>ePAR cutoff for M073123</p>	<p>14</p> <p>Pay Day – B070423</p> <p>ePAR cutoff for B071823</p>	15
16	<p>17</p> <p>Pay Day – MF/BF071123</p> <p>M073123 Paylines are created.</p>	<p>18</p> <p>B071823 – Period ends & paylines are created.</p> <p>Absences are finalized @ 12:00 for M073123 <i>All absences approved by manager before 10 am</i></p>	<p>19</p> <p>Absences are finalized @ 12:00 for B071823 week 2 – <i>All high exceptions must be cleared & absences approved by manager before 10 am</i></p>	<p>20</p> <p>B071823 – Initial Trial + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00</p> <p>M073123 – Trial + Run & review trial + Process corrections</p>	<p>21</p> <p>B071823 - 2nd Trial Last corrections by 2:00 TL Last Load @ 5:00. + Time Admin run at 12:00 & 3:00</p>	22
23	<p>24</p> <p>B071823 - FINAL</p> <p>M073123 - FINAL</p>	<p>25</p> <p>Run your final reports for B071823</p> <p>Off-cycle for MF/BF072523</p>	<p>26</p> <p>Absences are finalized @ 12:00 for B080123 week 1 – <i>All high exceptions must be cleared & absences approved by manager before 10 am</i></p> <p>Run your final reports for M073123</p>	27	<p>28</p> <p>Pay Day – B071823</p> <p>ePAR cutoff for B080123</p>	29
30	31					

August 2023						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
<p>Time Admin Runs Daily</p> <p>Biweekly: 5:45 am 10:00 pm</p> <p>Monthly: 10:00 am</p> <p>Biweekly Trials 12 pm and 3pm</p>		<p>1</p> <p>Pay Day – M073123 & Pay Day - MF/BF072523</p> <p>B080123 – Period ends & paylines are created.</p>	<p>2</p> <p>Absences are finalized @ 12:00 for B080123</p> <p>week 2 – All high exceptions must be cleared & absences approved by manager before 10 am</p>	<p>3</p> <p>B080123 – Initial Trial</p> <p>+ Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00</p>	<p>4</p> <p>B080123 - 2nd Trial</p> <p>Last corrections by 2:00 TL Last Load @ 5:00. + Time Admin runs at 12:00 & 3:00</p>	
6	<p>7</p> <p>B080123 - FINAL</p> <p>Run Available Leave Reports</p>	<p>8</p> <p>Run your final reports for B080123</p> <p>Off-cycle for MF/BF080123</p>	<p>9</p> <p>Absences are finalized @ 12:00 for B081523</p> <p>week 1 – All high exceptions must be cleared & absences approved by manager before 10 am</p>	10	<p>11</p> <p>Pay Day – B080123</p> <p>ePAR cutoff for B081523</p>	12
13	14	<p>15</p> <p>Pay Day – MF/BF080123</p> <p>B081523 – Period ends & paylines are created.</p>	<p>16</p> <p>Absences are finalized @ 12:00 for B081523</p> <p>week 2 – All high exceptions must be cleared & absences approved by manager before 10 am</p>	<p>17</p> <p>B081523 – Initial Trial</p> <p>+ Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00</p>	<p>18</p> <p>B081523 - 2nd Trial</p> <p>Last corrections by 2:00 TL Last Load @ 5:00. + Time Admin runs at 12:00 & 3:00</p> <p>ePAR cutoff for M083123</p>	19
20	<p>21</p> <p>B081523 - FINAL</p>	<p>22</p> <p>Run your final reports for B081523</p> <p>M083123 Paylines are created.</p> <p>Absences are finalized @ 12:00 am for M083123</p> <p>All absences must be approved by manager before 10 am</p>	<p>23</p> <p>Absences are finalized @ 12:00 for B082923</p> <p>week 1 – All high exceptions must be cleared & absences approved by manager before 10 am</p>	<p>24</p> <p>M083123 – Trial</p> <p>+ Run & review trial + Process corrections</p>	<p>25</p> <p>Pay Day – B081523</p> <p>M083123 - FINAL</p> <p>ePAR cutoff for B082923</p>	26
27	<p>28</p> <p>Run your final reports for M083123</p> <p>Off-cycle for MF/BF082823</p>	<p>29</p> <p>B082923 – Period ends & paylines are created.</p> <p>ePAR cutoff for B083123</p>	<p>30</p> <p>Absences are finalized @ 12:00 for B082923</p> <p>week 2 – All high exceptions must be cleared & absences approved by manager before 10 am</p>	<p>31</p> <p>B083123 – Period ends & paylines are created.</p> <p>B082923 – Initial Trial</p> <p>+ Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00</p>		