

September 2026						
◀ August						October ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 Pay Day – M083126, MF/BF082426	2 <u>B083126 – FINAL – NO trials available</u> Confirm, Distribute & Encumb run. Create ck/adv files	3 Run your final reports for B083026 Run Leave Accruals ePAR cutoff for B090826	4 Pay Day – B082526 Run Reallocation Process. Off-cycle Opens for MF/BF090426	
6	7 HOLIDAY	8 B090826 – Period ends & paylines are created Off-cycle Closes for MF/BF090426 @ 12:00 pm	9 Absences are finalized @ 12:00 for B090826 week 2 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards.	10 <u>B090826 – Initial Trial</u> + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00	11 <u>B090826 – 2nd Trial</u> Last corrections by 2:00 TL Last Load @ 5:00. + Time Admin runs at 12:00 & 3:00 Run Reallocation Process.	12
13	14 <u>B090826 - FINAL</u> Confirm, Distribute & Encumb run. Create ck/adv files ePAR cutoff for M093026	15 Pay Day – MF/BF090726 Run your final reports for B090826 Absences are finalized @ 12:00 for M093026 approve before 12:00. – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards	16 Absences are finalized @ 12:00 for B092226 week 1 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards. M093026 paylines are created	17 <u>M093026 – Trial</u> + Run & review trial + Process corrections	18 Pay Day – B083126 & B090826 Run Reallocation Process. ePAR cutoff for B092226	19
20	21 <u>M093026 - FINAL</u> Confirm, Distribute & Encumb run. Create ck/adv files	22 B092226 – Period ends & paylines are created Off-cycle Opens for MF/BF092226	23 Absences are finalized @ 12:00 for B092226 week 2 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards. Off-cycle Closes for MF/BF092226 @ 12:00 pm	24 <u>B092226 – Initial Trial</u> + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00	25 <u>B092226 - 2nd Trial</u> Last corrections by 2:00 TL Last Load @ 5:00. + Time Admin runs at 12:00 & 3:00 Run Reallocation Process.	26
27	28 <u>B092226 - FINAL</u> Confirm, Distribute & Encumb run. Create ck/adv files	29 Run your final reports for B092226	30 Absences are finalized @ 12:00 for B100626 week 1 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards.			

October 2026						
◀ September					November ▶	
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 Pay Day – M093026, MF/BF092226 Run Leave Accruals	2 Pay Day – B092226 Run Reallocation Process. ePAR cutoff for B100626	3
4	5 Off-cycle Opens for MF/BF100526	6 B100626 – Period ends & paylines are created Off-cycle Closes for MF/BF100526 @ 12:00 pm	7 Absences are finalized @ 12:00 for B100626 week 2 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards.	8 <u>B100626 – Initial Trial</u> + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00	9 <u>B100626 - 2nd Trial</u> Last corrections by 2:00 TL Last Load @ 5:00. + Time Admin runs at 12:00 & 3:00 Run Reallocation Process.	10
11	12 <u>B100626 - FINAL</u> Confirm, Distribute & Encumb run. Create ck/adv files ePAR cutoff for M103126	13 Run your final reports for B100626 Absences are finalized @ 3:00 for M103126 approve before 12:00. – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards	14 Absences are finalized @ 12:00 for B102026 week 1 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards. M103126 paylines are created	15 Pay Day – MF/BF100526 <u>M103126 – Trial</u> + Run & review trial + Process corrections	16 Pay Day – B100626 Run Reallocation Process. ePAR cutoff for B102026	17
18	19 <u>M103126 - FINAL</u> Confirm, Distribute & Encumb run. Create ck/adv files	20 B102026 – Period ends & paylines are created	21 Absences are finalized @ 12:00 for B102026 week 2 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards.	22 <u>B102026 – Initial Trial</u> + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00	23 <u>B102026 - 2nd Trial</u> Last corrections by 2:00 TL Last Load @ 5:00. + Time Admin runs at 12:00 & 3:00 Run Reallocation Process.	24
25	26 <u>B102026 - FINAL</u> Confirm, Distribute & Encumb run. Create ck/adv files	27 Run your final reports for B102026 Off-cycle Opens for MF/BF102726	28 Absences are finalized @ 12:00 for B110326 week 1 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards. Off-cycle Closes for MF/BF102726 @ 12:00 pm	29	30 Pay Day – B102026 Run Reallocation Process. ePAR cutoff for B110326	31

November 2026						
◀ October						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 Pay Day – M103126, MF/BF102726 Run Leave Accruals	3 B110326 – Period ends & paylines are created	4 Absences are finalized @ 12:00 for B110326 week 2 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards.	5 B110326 – Initial Trial + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00	6 B110326 - 2nd Trial Last corrections by 2:00 TL Last Load @ 5:00. + Time Admin runs at 12:00 & 3:00 Run Reallocation Process.	7
8	9 B110326 - FINAL Confirm, Distribute & Encumb run. Create ck/adv files	10 Run your final reports for B110326 Off-cycle Opens for MF/BF111026	11 Absences are finalized @ 12:00 for B111726 week 1 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards. Off-cycle Closes for MF/BF111026 @ 12:00 pm	12 ePAR cutoff for M113026	13 Pay Day – B110326 Run Reallocation Process. Absences are finalized @ 3:00 for M113026 approve before 12:00. – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards ePAR cutoff for B111726	14
15	16 Pay Day – MF/BF111026 M113026 paylines are created	17 B111726 – Period ends & paylines are created M113026 – Trial + Run & review trial + Process corrections	18 Absences are finalized @ 12:00 for B111726 week 2 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards. M113026 - FINAL Confirm, Distribute & Encumb run. Create ck/adv files	19 B111726 – Initial Trial + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00	20 B111726 - 2nd Trial Last corrections by 2:00 TL Last Load @ 5:00. + Time Admin runs at 12:00 & 3:00 Run Reallocation Process.	21
22	23 B111726 - FINAL Confirm, Distribute & Encumb run. Create ck/adv files	24 Run your final reports for B111726 Off-cycle Opens for MF/BF112426 Off-cycle Closes for MF/BF112426 @ 3:00 pm	25 Absences are finalized @ 12:00 for B120126 week 1 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards. Run Reallocation Process. ePAR cutoff for B120126	26 HOLIDAY	27 Pay Day – B111726 HOLIDAY	28
29	30					

December 2026						
◀ November						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 Pay Day – M113026, MF/BF112426 B120126 – Period ends & paylines are created Run Leave Accruals	2 Absences are finalized @ 12:00 for B120126 week 2 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards.	3 <u>B120126 – Initial Trial</u> + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00	4 <u>B120126 - 2nd Trial</u> Last corrections by 2:00 TL Last Load @ 5:00. + Time Admin runs at 12:00 & 3:00 Run Reallocation Process.	
6	7 <u>B120126 - FINAL</u> Confirm, Distribute & Encumb run. Create ck/adv files	8 Run your final reports for B120126 Off-cycle Opens for MF/BF120826	9 Absences are finalized @ 12:00 for B121526 week 1 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards.	10 Off-cycle Closes for MF/BF120826 @ 12:00 pm	11 Pay Day – B120126 Run Reallocation Process. ePAR cutoff for B121526 and M123126	12
13	14 Absences are finalized @ 10:00 for M123126 approve before 12:00. – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards <u>M123126 – Trial</u> + Run & review trial + Process corrections	15 Pay Day – MF/BF120126 B121526 – Period ends & paylines are created	16 Absences are finalized @ 12:00 for B121526 week 2 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards. <u>M123126 - FINAL</u> Confirm, Distribute & Encumb run. Create ck/adv files	17 <u>B121526 – Initial Trial</u> + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00	18 <u>B121526 – FINAL – NO 2nd Trial</u> Confirm, Distribute & Encumb run. Create ck/adv files	19
20	21	22 Run your final reports for B121526 ePAR cutoff for B122926	23 Pay Day – B121526 Absences are finalized @ 12:00 for B122926 week 1 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards.	24 HOLIDAY	25 HOLIDAY	26
27	28 HOLIDAY	29 B122926 – Period ends & paylines are created	30 Absences are finalized @ 12:00 for B122926 week 2 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards.	31 <u>B122926 – Initial Trial</u> + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00		

January 2027						
◀ December					February ▶	
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 HOLIDAY	2
3	4 Pay Day – M123126, MF/BF B121526 – Final – No Trial + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00	5 Run your final reports for B121526 Run Leave Accruals	6 Absences are finalized @ 12:00 for B011227 week 1 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards.	7 Off-cycle Opens for MF/BF010727	8 Pay Day – B121526 Run Reallocation Process. ePAR cutoff for B011227	9
10	11 Off-cycle Closes for MF/BF010727 @ 12:00 pm	12 B011227 – Period ends & paylines are created	13 Absences are finalized @ 12:00 for B011227 week 2 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards.	14 B011227 – Initial Trial + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00	15 Pay Day – MF/BF010727 B011227 – FINAL – No 2nd Trial Confirm, Distribute & Encumb run. Create ck/adv files Run Reallocation Process. ePAR cutoff for M013127	16
17	18 HOLIDAY	19 Run your final reports for B011227 Absences are finalized @ 12:00 for M013127 approve before 12:00. – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards	20 Absences are finalized @ 12:00 for B012627 week 1 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards. M013127 Paylines are created.	21 M013127 – Trial + Run & review trial + Process corrections	22 Pay Day – B011227 M013127 – FINAL Confirm, Distribute & Encumb run. Create ck/adv files Run Reallocation Process. ePAR cutoff for B012627	23
24	25 Run your final reports for M013127 Off-cycle Opens for MF/BF012527	26 B012627 – Period ends & paylines are created Off-cycle Closes for MF/BF012527 @ 12:00 pm	27 Absences are finalized @ 12:00 for B012627 week 2 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards.	28 B012627 – Initial Trial + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00	29 B012627 – 2nd Trial Last corrections by 2:00 TL Last Load @ 5:00. + Time Admin runs at 12:00 & 3:00 Run Reallocation Process.	30
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February 2027						
◀ January					March ▶	
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 Pay Day – M013127, MF/BF012527 <u>B012627 - FINAL</u> Confirm, Distribute & Encumb run. Create ck/adv files	2 Run your final reports for B012627 Run Leave Accruals	3 Absences are finalized @ 12:00 for B020927 week 1 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards.	4	5 Pay Day – B012627 Run Reallocation Process. ePAR cutoff for B020927	6
7	8 Off-cycle Opens for MF/BF020827	9 B020927 – Period ends & paylines are created Off-cycle Closes for MF/BF020827 @ 12:00 pm	10 Absences are finalized @ 12:00 for B020927 week 2 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards.	11 <u>B020927 – Initial Trial</u> + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00	12 <u>B020927 - 2nd Trial</u> Last corrections by 2:00 TL Last Load @ 5:00. + Time Admin runs at 12:00 & 3:00 Run Reallocation Process.	13
14	15 Pay Day – MF/BF020927 <u>B020927 - FINAL</u> Confirm, Distribute & Encumb run. Create ck/adv files ePAR cutoff for M022827	16 Run your final reports for B020927 Absences are finalized @ 12:00 for M022827 approve before 12:00. – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards	17 Absences are finalized @ 12:00 for B022327 week 1 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards. M022827 Paylines are created	18 <u>M022827 – Trial</u> + Run & review trial + Process corrections	19 Pay Day – B020927 <u>M022827 - FINAL</u> Confirm, Distribute & Encumb run. Create ck/adv files Run Reallocation Process. ePAR cutoff for B022327	20
21	22 Run your final reports for M022827 Off-cycle Opens for MF/BF022227	23 B022327 – Period ends & paylines are created Off-cycle Closes for MF/BF022227 @ 12:00 pm	24 Absences are finalized @ 12:00 for B022327 week 2 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards.	25 <u>B022327 – Initial Trial</u> + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00	26 <u>B022327 - 2nd Trial</u> Last corrections by 2:00 TL Last Load @ 5:00. + Time Admin runs at 12:00 & 3:00 Run Reallocation Process.	27
28						

March 2027						
◀ February					April ▶	
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 Pay Day – M022827, MF/BF022227 <u>B022327 - FINAL</u> Confirm, Distribute & Encumb run. Create ck/adv files	2 Run your final reports for B022327 Run Leave Accruals	3 Absences are finalized @ 12:00 for B030927 week 1 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards.	4	5 Pay Day – B022327 Run Reallocation Process. ePAR cutoff for B030927	6
7	8 Off-cycle Opens for MF/BF030827	9 B030927 – Period ends & paylines are created Off-cycle Closes for MF/BF030827 @ 12:00 pm	10 Absences are finalized @ 12:00 for B030927 week 2 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards.	11 <u>B030927 – Initial Trial</u> + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00	12 <u>B030927 – 2nd Trial</u> Last corrections by 2:00 TL Last Load @ 5:00. + Time Admin runs at 12:00 & 3:00 Run Reallocation Process.	13
14	15 Pay Day – MF/BF030827 <u>B030927 - FINAL</u> Confirm, Distribute & Encumb run. Create ck/adv files ePAR cutoff for M033127	16 Run your final reports for B030927	17 Absences are finalized @ 12:00 for B032327 week 1 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards. M033127 Paylines are created	18 <u>M033127 – Trial</u> + Run & review trial + Process corrections Absences are finalized @ 12:00 for M033127 approve before 12:00. – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards	19 Pay Day – B030927 Run Reallocation Process. ePAR cutoff for B032327	20
21	22 <u>M033127 - FINAL</u> Confirm, Distribute & Encumb run. Create ck/adv files	23 B032327 – Period ends & paylines are created Run your final reports for M033127 Off-cycle Opens for MF/BF032327	24 Absences are finalized @ 12:00 for B032327 week 2 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards. Off-cycle Closes for MF/BF032327 @ 12:00 pm	25 <u>B032327 – Initial Trial</u> + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00	26 <u>B032327 – 2nd Trial</u> Last corrections by 2:00 TL Last Load @ 5:00. + Time Admin runs at 12:00 & 3:00 Run Reallocation Process.	27
28	29 <u>B032327 - FINAL</u> Confirm, Distribute & Encumb run. Create ck/adv files	30 Run your final reports for B032327	31 Absences are finalized @ 12:00 for B040627 week 1 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards.			

April 2027						
◀ March						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 Pay Day – M033127, MF/BF032327 Run Leave Accruals	2 Pay Day – B032327 Run Reallocation Process. ePAR cutoff for B040627	3
4	5 Off-cycle Opens for MF/BF040527	6 B040627 – Period ends & paylines are created Off-cycle Closes for MF/BF040527 @ 12:00 pm	7 Absences are finalized @ 12:00 for B040627 week 2 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards.	8 <u>B040627 – Initial Trial</u> + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00	9 <u>B040627 – 2nd Trial</u> Last corrections by 2:00 TL Last Load @ 5:00. + Time Admin runs at 12:00 & 3:00 Run Reallocation Process.	10
11	12 <u>B040627 - FINAL</u> Confirm, Distribute & Encumb run. Create ck/adv files	13 Run your final reports for B040627 ePAR cutoff for M043027	14 Absences are finalized @ 12:00 for B042027 week 1 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards.	15 Pay Day – MF/BF040527 M043027 Paylines are created Absences are finalized @ 12:00 for M043027 approve before 12:00. – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards	16 Pay Day – B040627 Run Reallocation Process. <u>M043027 – Trial</u> + Run & review trial + Process corrections ePAR cutoff for B042027	17
18	19 <u>M043027 - FINAL</u> Confirm, Distribute & Encumb run. Create ck/adv files	20 B042027 – Period ends & paylines are created Run your final reports for M043027 Off-cycle Opens for MF/BF042027	21 Absences are finalized @ 12:00 for B042027 week 2 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards. Off-cycle Closes for MF/BF042027 @ 12:00 pm	22 <u>B042027 – Initial Trial</u> + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00	23 <u>B042027 – 2nd Trial</u> Last corrections by 2:00 TL Last Load @ 5:00. + Time Admin runs at 12:00 & 3:00 Run Reallocation Process.	24
25	26 <u>B042027 - FINAL</u> Confirm, Distribute & Encumb run. Create ck/adv files	27 Run your final reports for B042027	28 Absences are finalized @ 12:00 for B050427 week 1 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards.	29	30 Pay Day – B042027 Run Reallocation Process. ePAR cutoff for B050427	

May 2027						
◀ April						June ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3 Pay Day – M043027, MF/BF042027 Run Leave Accruals	4 B050427 – Period ends & paylines are created	5 Absences are finalized @ 12:00 for B050427 week 2 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> +Time Admin is run afterwards.	6 <u>B050427 – Initial Trial</u> + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00	7 <u>B050427 - 2nd Trial</u> Last corrections by 2:00 TL Last Load @ 5:00. + Time Admin runs at 12:00 & 3:00 Run Reallocation Process.	8
9	10 <u>B050427 - FINAL</u> Confirm, Distribute & Encumb run. Create ck/adv files	11 Run your final reports for B050427 Off-cycle Opens for MF/BF051127	12 Absences are finalized @ 12:00 for B051827 week 1 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> +Time Admin is run afterwards. Off-cycle Closes for MF/BF051127 @ 12:00 pm ePAR cutoff for M053127	13	14 Pay Day – B050427 Run Reallocation Process. M053127 Paylines are created ePAR cutoff for B051827	15
16	17 Pay Day – MF/BF051127 <u>M053127 – Trial</u> + Run & review trial + Process corrections Absences are finalized @ 12:00 for M053127 approve before 12:00. – <i>All high exceptions must be cleared & absences approved before 12:00.</i> +Time Admin is run afterwards	18 B051827 – Period ends & paylines are created <u>M053127 - FINAL</u> Confirm, Distribute & Encumb run. Create ck/adv files	19 Absences are finalized @ 12:00 for B051827 week 2 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> +Time Admin is run afterwards. Run your final reports for M053127	20 <u>B051827 – Initial Trial</u> + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00	21 <u>B051827 - 2nd Trial</u> Last corrections by 2:00 TL Last Load @ 5:00. + Time Admin runs at 12:00 & 3:00 Run Reallocation Process.	22
23	24 <u>B051827 - FINAL</u> Confirm, Distribute & Encumb run. Create ck/adv files	25 Run your final reports for B051827 Off-cycle Opens for MF/BF052527	26 Absences are finalized @ 12:00 for B060127 week 1 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> +Time Admin is run afterwards. Off-cycle Closes for MF/BF052527 @ 12:00 pm	27 ePAR cutoff for B060127	28 Pay Day – B051827 Run Reallocation Process.	29
30	31 HOLIDAY					

July 2027						
◀ June						August ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 Pay Day – M063027, MF/BF062427 <u>B062927 – Initial Trial</u> + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00	2 <u>B062927 – FINAL -NO 2nd Trial</u> Confirm, Distribute & Encumb run. Create ck/adv files Run Reallocation Process.	
4	5 HOLIDAY	6 Run your final reports for B062927 Run Leave Accruals	7 Absences are finalized @ 12:00 for B071327 week 1 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards.	8 Off-cycle Opens for MF/BF070827	9 Pay Day – B062927 Run Reallocation Process. ePAR cutoff for B071327	10
11	12 Off-cycle Closes for MF/BF070827 @ 12:00 pm	13 B071327 – Period ends & paylines are created	14 Absences are finalized @ 12:00 for B071327 week 2 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards.	15 Pay Day – MF/BF070827 <u>B071327 – Initial Trial</u> + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00	16 <u>B071327 - 2nd Trial</u> Last corrections by 2:00 TL Last Load @ 5:00. + Time Admin runs at 12:00 & 3:00 Run Reallocation Process.	17
18	19 <u>B071327 - FINAL</u> Confirm, Distribute & Encumb run. Create ck/adv files ePAR cutoff for M073127	20 Run your final reports for B071327 Absences are finalized @ 12:00 for M073127 approve before 12:00. – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards	21 Absences are finalized @ 12:00 for B072727 week 1 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards. M073127 Paylines are created	22 <u>M073127 – Trial</u> + Run & review trial + Process corrections	23 Pay Day – B071327 <u>M073127 - FINAL</u> Confirm, Distribute & Encumb run. Create ck/adv files Run Reallocation Process. ePAR cutoff for B072727	24
25	26 Run your final reports for M073127 Off-cycle Opens for MF/BF072627	27 B072727 – Period ends & paylines are created Off-cycle Closes for MF/BF072627 @ 12:00 pm	28 Absences are finalized @ 12:00 for B072727 week 2 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards.	29 <u>B072727 – Initial Trial</u> + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00	30 <u>B072727 - 2nd Trial</u> Last corrections by 2:00 TL Last Load @ 5:00. + Time Admin runs at 12:00 & 3:00 Run Reallocation Process.	31

August 2027						
◀ July						September ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 Pay Day – M073127, MF/BF072627 <u>B072727 - FINAL</u> Confirm, Distribute & Encumb run. Create ck/adv files	3 Run your final reports for B072727 Run Leave Accruals	4 Absences are finalized @ 12:00 for B081027 week 1 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards.	5	6 Pay Day – B072727 Run Reallocation Process. ePAR cutoff for B081027	7
8	9 Off-cycle Opens for MF/BF080927	10 B081027 – Period ends & paylines are created Off-cycle Closes for MF/BF080927 @ 12:00 pm	11 Absences are finalized @ 12:00 for B081027 week 2 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards.	12 <u>B081027 – Initial Trial</u> + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00	13 <u>B081027 - 2nd Trial</u> Last corrections by 2:00 TL Last Load @ 5:00. + Time Admin runs at 12:00 & 3:00 Run Reallocation Process.	14
15	16 Pay Day – MF/BF080927 <u>B081027 - FINAL</u> Confirm, Distribute & Encumb run. Create ck/adv files ePAR cutoff for M083127	17 Run your final reports for B081027	18 Absences are finalized @ 12:00 for B082427 week 1 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards. M083127 Paylines are created	19 <u>M083127 – Trial</u> + Run & review trial + Process corrections	20 Pay Day – B081027 Run Reallocation Process. Absences are finalized @ 12:00 for M083127 approve before 12:00. – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards ePAR cutoff for B082427	21
22	23 <u>M083127 - FINAL</u> Confirm, Distribute & Encumb run. Create ck/adv files	24 B082427 – Period ends & paylines are created Run your final reports for M083127 Off-cycle Opens for MF/BF082427	25 Absences are finalized @ 12:00 for B082427 week 2 – <i>All high exceptions must be cleared & absences approved before 12:00.</i> + Time Admin is run afterwards. Off-cycle Closes for MF/BF082427 @ 12:00 pm	26 <u>B082427 – Initial Trial</u> + Run & review trial + Process corrections + Time Admin run at 12:00 & 3:00	27 <u>B082427 - 2nd Trial</u> Last corrections by 2:00 TL Last Load @ 5:00. + Time Admin runs at 12:00 & 3:00 Run Reallocation Process.	28
29	30 <u>B082427 - FINAL</u> Confirm, Distribute & Encumb run. Create ck/adv files	31 B083127 – Period ends & paylines are created Run your final reports for B082427				