

# Payroll/Off Cycle Processing Schedule - F/Y 2018/2019

## PEOPLESOFT

JULY 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 Cancels	3 2PM - OFF TL Entries 3PM-4:30 - OFF Edits  <b>OFF Confirm</b>	4 <b>HOLIDAY</b> Independence Day	5 Cancels	6 <b>Issue OFF Warrants</b> M07 Paysheets Available EX HRLY LOAD* TL - APRV,LOAD AM - APRV Cancels	7
8	9 TL- APRV AM - APRV Cancels	10 TL- APRV AM - APRV Cancels	11 TL- APRV AM - APRV Cancels	12 TL- APRV AM - APRV Cancels	13 TL- APRV, LOAD AM - APRV Cancels	14
15	16 TL- APRV AM - APRV Cancels	17 <b>Pre-Calc1 M07</b> AM - MORNING LOAD  TL - APRV,LOAD	18 <b>Pre-Calc2 M07</b>  <b>Review Payroll Reports</b> TL - APRV,LOAD	19 <b>Final Calc M07</b>  <b>Review Payroll Reports</b> TL - APRV,LOAD	20 <b>Confirm M07</b>  <b>Review Payroll Reports</b>	21
22	23 Cancels	24 Cancels	25 Cancels	26 Cancels	27 Cancels	28
29	30 <b>Payroll Pick-up</b> Cancels	31 <b>Issue M07</b> Cancels				

Off Cycles calculation processes begin at 2:00pm. **Edits** to be completed from 3pm - 4:30pm.  
 Final Calc and Off Confirm dates have a 5pm system cutoff for all entries (including TL & AM).  
 \*Exception Hourly Schedules Loaded

**District Days: 10**  
**County Days: 6**

# Payroll/Off Cycle Processing Schedule - F/Y 2018/2019

## PEOPLESOFT

AUGUST 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
				2PM - OFF TL Entries 3PM-4:30 - OFF Edits	TL - APRV	
			Cancels	<b>OFF Confirm</b>	Cancels	
5	6	7	8	9	10	11
	<b>Issue OFF Warrants</b> M08 Paysheets Available EX HRLY LOAD*					
	TL - APRV AM - APRV	TL- APRV AM - APRV	TL- APRV AM - APRV	TL- APRV AM - APRV	TL - APRV,LOAD AM - APRV	
	Cancels	Cancels	Cancels	Cancels	Cancels	
12	13	14	15	16	17	18
	TL- APRV AM - APRV	TL- APRV AM - APRV	TL- APRV AM - APRV	TL- APRV AM - APRV	<b>Pre-Calc1 M08</b> AM - MORNING LOAD	
	Cancels	Cancels	Cancels	Cancels	TL - APRV,LOAD	
19	20	21	22	23	24	25
	<b>Pre-Calc2 M08</b>	<b>Final Calc M08</b>	<b>Confirm M08</b>			
	<b>Review Payroll Reports</b>	<b>Review Payroll Reports</b>	<b>Review Payroll Reports</b>			
	TL - APRV,LOAD	TL - APRV,LOAD		Cancels	Cancels	
26	27	28	29	30	31	
				<b>Payroll Pick-up</b>	<b>Issue M08</b>	
	Cancels	Cancels	Cancels	Cancels	Cancels	

Off Cycles calculation processes begin at 2:00pm. **Edits** to be completed from 3pm - 4:30pm.  
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 \*Exception Hourly Schedules Loaded

**District Days: 12**  
**County Days: 6**

# Payroll/Off Cycle Processing Schedule - F/Y 2018/2019

## PEOPLESFT

SEPTEMBER 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3 <b>HOLIDAY</b> Labor Day	4 2PM - OFF TL Entries 3PM-4:30 - OFF Edits  <b>OFF Confirm</b>	5   Cancels	6 <b>Issue OFF Warrants</b> <b>M09 Paysheets Available</b> EX HRLY LOAD* TL - APRV AM - APRV  Cancels	7   TL- APRV, LOAD AM - APRV  Cancels	8
9	10  TL- APRV AM - APRV  Cancels	11  TL- APRV AM - APRV  Cancels	12  TL- APRV AM - APRV  Cancels	13  TL- APRV AM - APRV  Cancels	14  TL- APRV, LOAD AM - APRV  Cancels	15
16	17 <b>Pre-Calc1 M09</b> AM - MORNING LOAD  TL - APRV,LOAD	18 <b>Pre-Calc2 M09</b>  <b>Review Payroll Reports</b> TL - APRV,LOAD	19 <b>Final Calc M09</b>  <b>Review Payroll Reports</b> TL - APRV,LOAD	20 <b>Confirm M09</b>  <b>Review Payroll Reports</b>	21   Cancels	22
23	24  Cancels	25  Cancels	26  Cancels	27 <b>Payroll Pick-up</b>  Cancels	28 <b>Issue M09</b>  Cancels	29

Off Cycles calculation processes begin at 2:00pm. **Edits** to be completed from 3pm - 4:30pm.  
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 \*Exception Hourly Schedules Loaded

**District Days: 10**  
**County Days: 5**

# Payroll/Off Cycle Processing Schedule - F/Y 2018/2019

## PEOPLESOF

OCTOBER 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3 2PM - OFF TL Entries 3PM-4:30 - OFF Edits  <b>OFF Confirm</b>	4	5 <b>Issue OFF Warrants</b> <b>M10 Paysheets Available</b> EX HRLY LOAD* TL - APRV, LOAD AM - APRV	6
	Cancels	Cancels	Cancels	Cancels	Cancels	
7	8 TL- APRV AM - APRV  Cancels	9 TL- APRV AM - APRV  Cancels	10 TL- APRV AM - APRV  Cancels	11 TL- APRV AM - APRV  Cancels	12 TL- APRV, LOAD AM - APRV  Cancels	13
14	15 TL- APRV AM - APRV Cancels	16 <b>Pre-Calc1 M10</b> AM - MORNING LOAD  TL - APRV,LOAD	17 <b>Pre-Calc2 M10</b>  <b>Review Payroll Reports</b> TL - APRV,LOAD	18 <b>Final Calc M10</b>  <b>Review Payroll Reports</b> TL - APRV,LOAD	19 <b>Confirm M10</b>  <b>Review Payroll Reports</b>	20
21	22  Cancels	23  Cancels	24  Cancels	25  Cancels	26  Cancels	27
28	29  Cancels	30 <b>Payroll Pick-up</b>  Cancels	31 <b>Issue M10</b>  Cancels			

Off Cycles calculation processes begin at 2:00pm. **Edits** to be completed from 3pm - 4:30pm.  
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 \*Exception Hourly Schedules Loaded

**District Days: 10**  
**County Days: 7**

# Payroll/Off Cycle Processing Schedule - F/Y 2018/2019

## PEOPLESOFT

NOVEMBER 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
				2PM - OFF TL Entries 3PM-4:30 - OFF Edits <b>OFF Confirm</b>	TL - APRV Cancels	
4	5 <b>Issue OFF Warrants</b> M11 Paysheets Available EX HRLY LOAD* TL- APRV AM - APRV Cancels	6	7	8	9	10
		TL- APRV AM - APRV Cancels	TL- APRV AM - APRV Cancels	TL- APRV AM - APRV Cancels	TL- APRV, LOAD AM - APRV Cancels	
11	12 <b>HOLIDAY</b> Veteran's Day	13 <b>Pre-Calc1 M11</b> AM - MORNING LOAD	14 <b>Pre-Calc2 M11</b>	15 <b>Final Calc M11</b>	16 <b>Confirm M11</b>	17
		TL - APRV,LOAD	Review Payroll Reports	Review Payroll Reports	Review Payroll Reports	
			TL - APRV,LOAD	TL - APRV,LOAD		
18	19	20	21	22 <b>HOLIDAY</b> Thanksgiving Day	23 <b>HOLIDAY</b> Friday following Thanksgiving	24
	Cancels	Cancels	Cancels			
25	26	27	28	29 <b>Payroll Pick-up</b>	30 <b>Issue M11</b>	
	Cancels	Cancels	Cancels	Cancels	Cancels	

Off Cycles calculation processes begin at 2:00pm. **Edits** to be completed from 3pm - 4:30pm.  
Final Calc and Off Confirm dates have a 5pm system cutoff for all entries (including TL & AM).  
\*Exception Hourly Schedules Loaded

**District Days: 8**  
**County Days: 7**

# Payroll/Off Cycle Processing Schedule - F/Y 2018/2019

## PEOPLESFT

DECEMBER 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3 2PM - OFF TL Entries 3PM-4:30 - OFF Edits <b>OFF Confirm</b>	4 TL - APRV  Cancels	5 <b>Issue OFF Warrants</b> M12 Paysheets Available EX HRLY LOAD*  TL- APRV AM - APRV Cancels	6 TL- APRV AM - APRV	7 TL- APRV, LOAD AM - APRV	8
9	10 <b>Pre-Calc1 M12</b> AM - MORNING LOAD  TL - APRV,LOAD	11 <b>Pre-Calc2 M12</b>  <b>Review Payroll Reports</b> TL - APRV,LOAD	12 <b>Final Calc M12</b>  <b>Review Payroll Reports</b> TL - APRV,LOAD	13 <b>Confirm M12</b>  <b>Review Payroll Reports</b>	14	15
16	17	18	19	20 Payroll Pick-up	21 Issue M12	22
23	24 <b>HOLIDAY</b> Winter Holiday	25 <b>HOLIDAY</b> Winter Holiday	26 <b>HOLIDAY</b> Winter Holiday	27 <b>HOLIDAY</b> Winter Holiday	28 <b>HOLIDAY</b> Winter Holiday	29

Off Cycles calculation processes begin at 2:00pm. **Edits** to be completed from 3pm - 4:30pm.  
Final Calc and Off Confirm dates have a 5pm system cutoff for all entries (including TL & AM).

\*Exception Hourly Schedules Loaded

**District Days: 6**  
**County Days: 5**

# Payroll/Off Cycle Processing Schedule - F/Y 2018/2019

## PEOPLESFT

JANUARY 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	<b>HOLIDAY</b> Winter Holiday	<b>HOLIDAY</b> Winter Holiday	2 2PM - OFF TL Entries 3PM-4:30 - OFF Edits  <b>OFF Confirm</b>	3   Cancels	4 Issue OFF Warrants M01 Paysheets Available EX HRLY LOAD* TL- APRV, LOAD AM - APRV  Cancels	5
6	7 TL- APRV AM - APRV  Cancels	8 TL- APRV AM - APRV  Cancels	9 TL- APRV AM - APRV  Cancels	10 TL- APRV AM - APRV  Cancels	11 TL- APRV, LOAD AM - APRV  Cancels	12
13	14 TL- APRV AM - APRV  Cancels	15 Pre-Calc1 M01 AM - MORNING LOAD  TL - APRV,LOAD	16 Pre-Calc2 M01  <b>Review Payroll Reports</b> TL - APRV,LOAD	17 Final Calc M01  <b>Review Payroll Reports</b> TL - APRV,LOAD	18 Confirm M01  <b>Review Payroll Reports</b>	19
20	<b>HOLIDAY</b> Martin Luther King Jr. Day	22   Cancels	23   Cancels	24   Cancels	25   Cancels	26
27	28   Cancels	29   Cancels	30 Payroll Pick-up   Cancels	31 Issue M01   Cancels		

Off Cycles calculation processes begin at 2:00pm. **Edits** to be completed from 3pm - 4:30pm.  
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 \*Exception Hourly Schedules Loaded

**District Days: 10**  
**County Days: 7**

# Payroll/Off Cycle Processing Schedule - F/Y 2018/2019

## PEOPLESFT

FEBRUARY 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
					2PM - OFF TL Entries 3PM-4:30 - OFF Edits <b>OFF Confirm</b>	
3	4	5	6	7	8	9
	TL - APRV  Cancels	<b>Issue OFF Warrants</b> <b>M02 Paysheets Available</b> EX HRLY LOAD* TL- APRV AM - APRV  Cancels	TL- APRV AM - APRV  Cancels	TL- APRV AM - APRV  Cancels	TL- APRV, LOAD AM - APRV  Cancels	
10	11	12	13	14	15	16
	TL- APRV AM - APRV  Cancels	<b>Pre-Calc1 M02</b> AM - MORNING LOAD  TL - APRV,LOAD	<b>Pre-Calc2 M02</b>  <b>Review Payroll Reports</b> TL - APRV,LOAD	<b>Final Calc M02</b>  <b>Review Payroll Reports</b> TL - APRV,LOAD	<b>Confirm M02</b>  <b>Review Payroll Reports</b>	
17	18	19	20	21	22	23
	<b>HOLIDAY</b> Presidents' Day	  Cancels	  Cancels	  Cancels	  Cancels	
24	25	26	27	28		
	  Cancels	  Cancels	<b>Payroll Pick-up</b>  Cancels	<b>Issue M02</b>  Cancels		

Off Cycles calculation processes begin at 2:00pm. **Edits** to be completed from 3pm - 4:30pm.  
Final Calc and Off Confirm dates have a 5pm system cutoff for all entries (including TL & AM).  
\*Exception Hourly Schedules Loaded

**District Days: 8**  
**County Days: 7**



# Payroll/Off Cycle Processing Schedule - F/Y 2018/2019

## PEOPLESOFT

MARCH 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
					Cancels	
3	4	5	6	7	8	9
	2PM - OFF TL Entries 3PM-4:30 - OFF Edits  <b>OFF Confirm</b>	TL - APRV  Cancels	<b>Issue OFF Warrants</b> <b>M03 Paysheets Available</b> EX HRLY LOAD* TL- APRV AM - APRV  Cancels	TL- APRV AM - APRV  Cancels	TL- APRV, LOAD AM - APRV  Cancels	
10	11	12	13	14	15	16
	TL- APRV AM - APRV  Cancels	TL- APRV AM - APRV  Cancels	TL- APRV AM - APRV  Cancels	<b>Pre-Calc1 M03</b> AM - MORNING LOAD  TL - APRV,LOAD	<b>Pre-Calc2 M03</b>  <b>Review Payroll Reports</b> TL - APRV,LOAD	
17	18	19	20	21	22	23
	<b>Final Calc M03</b>  <b>Review Payroll Reports</b> TL - APRV,LOAD	<b>Confirm M03</b>  <b>Review Payroll Reports</b>	Cancels	Cancels	Cancels	
24	25	26	27	28	29	30
	Cancels	Cancels	Cancels	<b>Payroll Pick-up</b>  Cancels	<b>Issue M03</b>  Cancels	

Off Cycles calculation processes begin at 2:00pm. **Edits** to be completed from 3pm - 4:30pm.  
 Final Calc and Off Confirm dates have a 5pm system cutoff for all entries (including TL & AM).  
 \*Exception Hourly Schedules Loaded

**District Days: 9**  
**County Days: 7**

# Payroll/Off Cycle Processing Schedule - F/Y 2018/2019

## PEOPLESFT

APRIL 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1  <b>County Auditor Holiday Cesar Chavez Day</b>  Cancels	2  Cancels	3  2PM - OFF TL Entries 3PM-4:30 - OFF Edits  <b>OFF Confirm</b>	4  Cancels	5 <b>Issue OFF Warrants</b> <b>M04 Paysheets Available</b> EX HRLY LOAD* TL- APRV, LOAD AM - APRV  Cancels	6
7	8  TL- APRV AM - APRV  Cancels	9  TL- APRV AM - APRV  Cancels	10  TL- APRV AM - APRV  Cancels	11  TL- APRV AM - APRV  Cancels	12  TL- APRV, LOAD AM - APRV  Cancels	13
14	15  TL- APRV AM - APRV  Cancels	16 <b>Pre-Calc1 M04</b> AM - MORNING LOAD  TL - APRV,LOAD	17 <b>Pre-Calc2 M04</b>  <b>Review Payroll Reports</b> TL - APRV,LOAD	18 <b>Final Calc M04</b>  <b>Review Payroll Reports</b> TL - APRV,LOAD	19 <b>Confirm M04</b>  <b>Review Payroll Reports</b>	20
21	22  Cancels	23  Cancels	24  Cancels	25  Cancels	26  Cancels	27
28	29 <b>Payroll Pick-up</b>  Cancels	30 <b>Issue M04</b>  Cancels				

Off Cycles calculation processes begin at 2:00pm. **Edits** to be completed from 3pm - 4:30pm.

Final Calc and Off Confirm dates have a 5pm system cutoff for all entries (including TL & AM).

\*Exception Hourly Schedules Loaded

**District Days: 10**

**County Days: 6**

# Payroll/Off Cycle Processing Schedule - F/Y 2018/2019

## PEOPLESFT

MAY 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
			Cancels	2PM - OFF TL Entries 3PM-4:30 - OFF Edits <b>OFF Confirm</b>	TL - APRV  Cancels	
5	6 <b>Issue OFF Warrants</b> <b>M05 Paysheets Available</b> EX HRLY LOAD*	7	8	9	10	11
	TL- APRV AM - APRV  Cancels	TL- APRV AM - APRV  Cancels	TL- APRV AM - APRV  Cancels	TL- APRV AM - APRV  Cancels	TL- APRV, LOAD AM - APRV  Cancels	
12	13	14	15	16 <b>Pre-Calc1 M05</b>	17 <b>Pre-Calc2 M05</b>	18
	TL- APRV AM - APRV  Cancels	TL- APRV AM - APRV  Cancels	TL- APRV AM - APRV  Cancels	AM - MORNING LOAD   TL - APRV,LOAD	<b>Review Payroll Reports</b>  TL - APRV,LOAD	
19	20 <b>Final Calc M05</b>	21 <b>Confirm M05</b>	22	23	24	25
	<b>Review Payroll Reports</b>  TL - APRV,LOAD	<b>Review Payroll Reports</b>	Cancels	Cancels	Cancels	
26	27 <b>HOLIDAY</b> Memorial Day	28	29	30 <b>Payroll Pick-up</b>	31 <b>Issue M05</b>	
	Cancels	Cancels	Cancels	Cancels	Cancels	

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\*Exception Hourly Schedules Loaded

**District Days: 11**  
**County Days: 6**

# Payroll/Off Cycle Processing Schedule - F/Y 2018/2019

## PEOPLESFT

JUNE 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3 2PM - OFF TL Entries 3PM-4:30 - OFF Edits  <b>OFF Confirm</b>	4 TL - APRV  Cancels	5 <b>Issue OFF Warrants</b> <b>M06 Paysheets Available</b> EX HRLY LOAD* TL- APRV AM - APRV  Cancels	6 TL- APRV AM - APRV  Cancels	7 TL- APRV, LOAD AM - APRV  Cancels	8
9	10 TL- APRV AM - APRV  Cancels	11 TL- APRV AM - APRV  Cancels	12 TL- APRV AM - APRV  Cancels	13 TL- APRV AM - APRV  Cancels	14 TL- APRV, LOAD AM - APRV  Cancels	15
16	17 <b>Pre-Calc1 M06</b> AM - MORNING LOAD  TL - APRV,LOAD	18 <b>Pre-Calc2 M06</b>  <b>Review Payroll Reports</b> TL - APRV,LOAD	19 <b>Final Calc M06</b>  <b>Review Payroll Reports</b> TL - APRV,LOAD	20 <b>Confirm M06</b>  <b>Review Payroll Reports</b>	21   Cancels	22
23	24   Cancels	25   Cancels	26   Cancels	27 <b>Payroll Pick-up</b>  Cancels	28 <b>Issue M06</b>  Cancels	29

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\*Exception Hourly Schedules Loaded

**District Days: 11**  
**County Days: 5**

# PEOPLESOFT

## PAYROLL CALENDAR DATES 2018-2019

MONTH	CYCLE	OFF CYCLE ISSUE DATE	CALC #1 RUN DATE	PAYROLL RUN DATE	PAYROLL ISSUE DATE
JUL	M07	07/06/18	07/17/18	07/19/18	07/31/18
AUG	M08	08/06/18	08/17/18	08/21/18	08/31/18
SEP	M09	09/06/18	09/17/18	09/19/18	09/28/18
OCT	M10	10/05/18	10/16/18	10/18/18	10/31/18
NOV	M11	11/05/18	11/13/18	11/15/18	11/30/18
DEC	M12	12/05/18	12/10/18	12/12/18	12/21/18
JAN	M01	01/04/19	01/15/19	01/17/19	01/31/19
FEB	M02	02/05/19	02/12/19	02/14/19	02/28/19
MAR	M03	03/06/19	03/14/19	03/18/19	03/29/19
APR	M04	04/05/19	04/16/19	04/18/19	04/30/19
MAY	M05	05/06/19	05/16/19	05/20/19	05/31/19
JUN	M06	06/05/19	06/17/19	06/19/19	06/28/19

**\*\* Please Note: Monthly Payroll will run on Various days of the week.  
Please pay close attention to your calendar.**

**All requests for off cycle warrants need to be in by 2:00 p.m.**

**Edits are to be completed from 3:30-4:30 pm only**

**NOTE: Off Cycle Warrants can be picked up in Payroll Services (Rm 503) after 1:00 p.m. on the issue date  
All warrants not picked up by 4:30 will be put in truck mail.**