

Payroll/Off Cycle Processing Schedule - F/Y 2017/2018

PEOPLESFT

JULY 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
2	3 Cancels	4 HOLIDAY Independence Day	5 2PM - OFF TL Entries 3PM-4:30 - OFF Edits OFF Confirm	6 TL- APRV AM - APRV Cancels	7 Issue OFF Warrants M07 Paysheets Generated EX HRLY LOAD* 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 TL- APRV AM - APRV Cancels	18 Pre-Calc1 M07 AM - MORNING LOAD TL - APRV,LOAD	19 Pre-Calc2 M07 Review Payroll Reports TL - APRV,LOAD	20 Final Calc M07 Review Payroll Reports TL - APRV,LOAD	21 Confirm M07 Review Payroll Reports	22
23	24 Cancels	25 Cancels	26 Cancels	27 Cancels	28 Payroll Pick-up Cancels	29
30	31 Issue M07 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: 5

Payroll/Off Cycle Processing Schedule - F/Y 2017/2018

PEOPLESOFT

AUGUST 2017

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

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 *Exception Hourly Schedules Loaded

District Days: 13
County Days: 5

Payroll/Off Cycle Processing Schedule - F/Y 2017/2018

PEOPLESOFT

SEPTEMBER 2017

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

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 *Exception Hourly Schedules Loaded

District Days: 10
County Days: 5

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PEOPLESFT

OCTOBER 2017

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

County Days: 7

Payroll/Off Cycle Processing Schedule - F/Y 2017/2018

PEOPLESOFT

NOVEMBER 2017

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

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 *Exception Hourly Schedules Loaded

District Days: 9
County Days: 6

Payroll/Off Cycle Processing Schedule - F/Y 2017/2018

PEOPLESOFT

DECEMBER 2017

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

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: 4

County Days: 4

Payroll/Off Cycle Processing Schedule - F/Y 2017/2018

PEOPLESFT

JANUARY 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 HOLIDAY Winter Holiday	2 HOLIDAY Winter Holiday	3 2PM - OFF TL Entries 3PM-4:30 - OFF Edits OFF Confirm	4 TL- APRV AM - APRV Cancels	5 Issue OFF Warrants M01 Paysheets Generated 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 HOLIDAY Martin Luther King Jr. Day	16 Pre-Calc1 M01 AM - MORNING LOAD TL - APRV,LOAD	17 Pre-Calc2 M01 Review Payroll Reports TL - APRV,LOAD	18 Final Calc M01 Review Payroll Reports TL - APRV,LOAD	19 Confirm M01 Review Payroll Reports	20
21	22 Cancels	23 Cancels	24 Cancels	25 Cancels	26 Cancels	27
28	29 Cancels	30 Payroll Pick-up Cancels	31 Issue M01 Cancels			

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 *Exception Hourly Schedules Loaded

District Days: 9
County Days: 7

Payroll/Off Cycle Processing Schedule - F/Y 2017/2018

PEOPLESFT

FEBRUARY 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
				2PM - OFF TL Entries 3PM-4:30 - OFF Edits OFF Confirm	TL- APRV AM - APRV Cancels	
4	5 Issue OFF Warrants M02 Paysheets Generated 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	13 Pre-Calc1 M02	14 Pre-Calc2 M02	15 Final Calc M02	16 Confirm M02	17
	TL- APRV AM - APRV Cancels	AM - MORNING LOAD TL - APRV,LOAD	Review Payroll Reports TL - APRV,LOAD	Review Payroll Reports TL - APRV,LOAD	Review Payroll Reports	
18	19 HOLIDAY Presidents' Day	20	21	22	23	24
		Cancels	Cancels	Cancels	Cancels	
25	26	27 Payroll Pick-up	28 Issue M02			
	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: 9
County Days: 6

Payroll/Off Cycle Processing Schedule - F/Y 2017/2018

PEOPLESOFT

MARCH 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 2PM - OFF TL Entries 3PM-4:30 - OFF Edits OFF Confirm	2 TL- APRV AM - APRV Cancels	3
4	5 Issue OFF Warrants M03 Paysheets Generated EX HRLY LOAD* TL- APRV AM - APRV Cancels	6 TL- APRV AM - APRV Cancels	7 TL- APRV AM - APRV Cancels	8 TL- APRV AM - APRV Cancels	9 TL- APRV, LOAD AM - APRV Cancels	10
11	12 TL- APRV AM - APRV Cancels	13 Pre-Calc1 M03 AM - MORNING LOAD TL - APRV,LOAD	14 Pre-Calc2 M03 Review Payroll Reports TL - APRV,LOAD	15 Final Calc M03 Review Payroll Reports TL - APRV,LOAD	16 Confirm M03 Review Payroll Reports TL - APRV,LOAD	17
18	19 Cancels	20 Cancels	21 Cancels	22 Cancels	23 Cancels	24
25	26 Cancels	27 Cancels	28 Payroll Pick-up Cancels	29 *Issue M03 Cancels	30 County Auditor Holiday Cesar Chavez Day Cancels	31

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: 9
County Days: 8

Payroll/Off Cycle Processing Schedule - F/Y 2017/2018

PEOPLESOFT

APRIL 2018

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

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District Days: 10

County Days: 6

Payroll/Off Cycle Processing Schedule - F/Y 2017/2018

PEOPLESOFT

MAY 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2 2PM - OFF TL Entries 3PM-4:30 - OFF Edits	3 TL- APRV AM - APRV	4 Issue OFF Warrants M05 Paysheets Generated EX HRLY LOAD* TL- APRV, LOAD AM - APRV	5
		Cancels	OFF Confirm	Cancels	Cancels	
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 M05 AM - MORNING LOAD	16 Pre-Calc2 M05	17 Final Calc M05	18 Confirm M05	19
		TL - APRV,LOAD	Review Payroll Reports TL - APRV,LOAD	Review Payroll Reports TL - APRV,LOAD	Review Payroll Reports	
20	21 Cancels	22 Cancels	23 Cancels	24 Cancels	25 Cancels	26
27	28 HOLIDAY Memorial Day	29 Cancels	30 Payroll Pick-up	31 Issue M05		

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District Days: 10
County Days: 7

Payroll/Off Cycle Processing Schedule - F/Y 2017/2018

PEOPLESOFT

JUNE 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
					2PM - OFF TL Entries 3PM-4:30 - OFF Edits OFF Confirm	
3	4	5	6	7	8	9
	TL- APRV - APRV Cancels	Issue OFF Warrants M06 Paysheets Generated 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	TL- APRV AM - APRV Cancels	TL- APRV AM - APRV Cancels	TL- APRV AM - APRV Cancels	TL- APRV, LOAD AM - APRV Cancels	
17	18	19	20	21	22	23
	Pre-Calc1 M06 AM - MORNING LOAD TL - APRV,LOAD	Pre-Calc2 M06 Review Payroll Reports TL - APRV,LOAD	Final Calc M06 Review Payroll Reports TL - APRV,LOAD	Confirm M06 Review Payroll Reports	 Cancels	
24	25	26	27	28	29	30
	Cancels	Cancels	Cancels	Payroll Pick-up Cancels	Issue M06 Cancels	

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*Exception Hourly Schedules Loaded

District Days: 12
County Days: 5

PEOPLESOFT

PAYROLL CALENDAR DATES 2017-2018

MONTH	CYCLE	OFF CYCLE ISSUE DATE	CALC #1 RUN DATE	PAYROLL RUN DATE	PAYROLL ISSUE DATE
JUL	M07	07/07/17	07/18/17	07/20/17	07/31/17
AUG	M08	08/04/17	08/18/17	08/22/17	08/31/17
SEP	M09	09/07/17	09/18/17	09/20/17	09/29/17
OCT	M10	10/05/17	10/16/17	10/18/17	10/31/17
NOV	M11	11/03/17	11/14/17	11/16/17	11/30/17
DEC	M12	12/05/17	12/05/17	12/07/17	12/15/17
JAN	M01	01/05/18	01/16/18	01/18/18	01/31/18
FEB	M02	02/05/18	02/13/18	02/15/18	02/28/18
MAR	*M03	03/05/18	03/13/18	03/15/18	03/29/18
APR	M04	04/05/18	04/16/18	04/18/18	04/30/18
MAY	M05	05/04/18	05/15/18	05/17/18	05/31/18
JUN	M06	06/05/18	06/18/18	06/20/18	06/29/18

***Due to the County Auditor observance of Cesar Chavez Day 3/30, the payroll issue date for March is the 29th.**

**** 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 Audit after 1:00 p.m. on the issue date.

All warrants not picked up by 4:30 will be put in truck mail.