

Payroll/Off Cycle Processing Schedule - F/Y 2019/2020

PEOPLESOFT

JULY 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2 2PM - OFF TL Entries 3PM-4:30 - OFF Edits OFF Confirm	3 TL - APRV Cancels	4 HOLIDAY Independence Day	5 Issue OFF Warrants M07 Paysheets Available 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 Pre-Calc1 M07 AM - MORNING LOAD TL - APRV,LOAD	17 Pre-Calc2 M07 TL - APRV,LOAD	18 Final Calc M07 TL - APRV,LOAD	19 Confirm M07 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 M07			

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 2019/2020

PEOPLESOFT

AUGUST 2019

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

Payroll/Off Cycle Processing Schedule - F/Y 2019/2020

PEOPLESOFT

SEPTEMBER 2019

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

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: 6

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PEOPLESFT

OCTOBER 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2 2PM - OFF TL Entries 3PM-4:30 - OFF Edits OFF Confirm	3 TL - APRV Cancels	4 Issue OFF Warrants M10 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 M10 AM - MORNING LOAD TL - APRV,LOAD	16 Pre-Calc2 M10 Review Payroll Reports TL - APRV,LOAD	17 Final Calc M10 Review Payroll Reports TL - APRV,LOAD	18 Confirm M10 Review Payroll Reports	19
20	21 Cancels	22 Cancels	23 Cancels	24 Cancels	25 Cancels	26
27	28 Cancels	29 Cancels	30 Payroll Pick-up Cancels	31 Issue M10 Cancels		

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 *Exception Hourly Schedules Loaded

District Days: 10
County Days: 8

Payroll/Off Cycle Processing Schedule - F/Y 2019/2020

PEOPLESOFT

NOVEMBER 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 OFF Confirm	TL - APRV Cancels	Issue OFF Warrants M11 Paysheets Available 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
	HOLIDAY Veteran's Day	Pre-Calc1 M11 AM - MORNING LOAD TL - APRV,LOAD	Pre-Calc2 M11 <div style="background-color: yellow; text-align: center;">Review Payroll Reports</div> TL - APRV,LOAD	Final Calc M11 <div style="background-color: yellow; text-align: center;">Review Payroll Reports</div> TL - APRV,LOAD	Confirm M11 <div style="background-color: yellow; text-align: center;">Review Payroll Reports</div>	
17	18	19	20	21	22	23
	Cancels	Cancels	Cancels	Cancels	Cancels	
24	25	26	27	28	29	30
	Cancels	Payroll Pick-up	Issue M11	HOLIDAY Thanksgiving Day	HOLIDAY Friday following Thanksgiving	
		Cancels	Cancels			

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District Days: 6
County Days: 7

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PEOPLESOFT

DECEMBER 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3 2PM - OFF TL Entries 3PM-4:30 - OFF Edits OFF Confirm	4 TL - APRV Cancels	5 Issue OFF Warrants M12 Paysheets Available EX HRLY LOAD* TL- APRV AM - APRV Cancels	6 TL- APRV, LOAD AM - APRV	7
8	9 TL- APRV AM - APRV	10 Pre-Calc1 M12 AM - MORNING LOAD TL - APRV,LOAD	11 Pre-Calc2 M12 Review Payroll Reports TL - APRV,LOAD	12 Final Calc M12 Review Payroll Reports TL - APRV,LOAD	13 Confirm M12 Review Payroll Reports	14
15	16	17	18	19 Payroll Pick-up	20 Issue M12	21
22	23	24 HOLIDAY Winter Holiday	25 HOLIDAY Winter Holiday	26 HOLIDAY Winter Holiday	27 HOLIDAY Winter Holiday	28
29	30 HOLIDAY Winter Holiday	31 HOLIDAY Winter Holiday				

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*Exception Hourly Schedules Loaded

District Days: 6
County Days: 4

Payroll/Off Cycle Processing Schedule - F/Y 2019/2020

PEOPLESOFT

JANUARY 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 HOLIDAY Winter Holiday	2 2PM - OFF TL Entries 3PM-4:30 - OFF Edits OFF Confirm	3 TL - APRV Cancels	4
5	6 Issue OFF Warrants M01 Paysheets Available EX HRLY LOAD* TL - APRV AM - APRV Cancels	7 TL - APRV AM - APRV Cancels	8 TL - APRV AM - APRV Cancels	9 TL - APRV AM - APRV Cancels	10 TL - APRV, LOAD AM - APRV Cancels	11
12	13 TL - APRV AM - APRV Cancels	14 Pre-Calc1 M01 AM - MORNING LOAD TL - APRV,LOAD	15 Pre-Calc2 M01 Review Payroll Reports TL - APRV,LOAD	16 Final Calc M01 Review Payroll Reports TL - APRV,LOAD	17 Confirm M01 Review Payroll Reports	18
19	20 HOLIDAY Martin Luther King Jr. Day	21 Cancels	22 Cancels	23 Cancels	24 Cancels	25
26	27 Cancels	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.
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: 8

Payroll/Off Cycle Processing Schedule - F/Y 2019/2020

PEOPLESFT

FEBRUARY 2020

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

County Days: 6

Payroll/Off Cycle Processing Schedule - F/Y 2019/2020

PEOPLESOFT

MARCH 2020

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	Issue OFF Warrants M03 Paysheets Available EX HRLY LOAD* TL- APRV AM - APRV	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 M03 AM - MORNING LOAD	Pre-Calc2 M03	Final Calc M03	Confirm M03		
		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	31				
	Issue M03	County Auditor Holiday Cesar Chavez Day				
	Cancels	Cancels				

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*Exception Hourly Schedules Loaded

District Days: 10

County Days: 6

Payroll/Off Cycle Processing Schedule - F/Y 2019/2020

PEOPLESOFT

APRIL 2020

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

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

*Exception Hourly Schedules Loaded

District Days: 11

County Days: 6

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PEOPLESOFT

MAY 2020

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 OFF Confirm	TL- APRV AM - APRV Cancels	Issue OFF Warrants M05 Paysheets Available 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	Pre-Calc1 M05 AM - MORNING LOAD TL - APRV,LOAD	Pre-Calc2 M05 Review Payroll Reports TL - APRV,LOAD	
17	18	19	20	21	22	23
	Final Calc M05 Review Payroll Reports TL - APRV,LOAD	Confirm M05 Review Payroll Reports	Cancels	Cancels	Cancels	
24	25	26	27	28	29	30
	HOLIDAY Memorial Day			Payroll Pick-up	Issue M05	
31		Cancels	Cancels	Cancels	Cancels	

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 *Exception Hourly Schedules Loaded

District Days: 9
County Days: 6

Payroll/Off Cycle Processing Schedule - F/Y 2019/2020

PEOPLESOFT

JUNE 2020

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

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 *Exception Hourly Schedules Loaded

District Days: 10
County Days: 6

PEOPLESOFT

PAYROLL CALENDAR DATES 2019-2020

MONTH	CYCLE	OFF CYCLE ISSUE DATE	CALC #1 RUN DATE	PAYROLL RUN DATE	PAYROLL ISSUE DATE
JUL	M07	07/05/19	07/16/19	07/18/19	07/31/19
AUG	M08	08/05/19	08/16/19	08/20/19	08/30/19
SEP	M09	09/05/19	09/16/19	09/18/19	09/30/19
OCT	M10	10/04/19	10/15/19	10/17/19	10/31/19
NOV	M11	11/06/19	11/12/19	11/14/19	11/27/19
DEC	M12	12/05/19	12/10/19	12/12/19	12/20/19
JAN	M01	01/06/20	01/14/20	01/16/20	01/31/20
FEB	M02	02/05/20	02/13/20	02/18/20	02/28/20
MAR	M03	03/05/20	03/16/20	03/18/20	03/30/20
APR	M04	04/06/20	04/16/20	04/20/20	04/30/20
MAY	M05	05/06/20	05/14/20	05/18/20	05/29/20
JUN	M06	06/05/20	06/16/20	06/18/20	06/30/20

**Due to the County Auditor observance of Cesar Chavez Day 3/31,
the payroll issue date for March is the 30th.**

**** 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.**