

Payroll/Off Cycle Processing Schedule - F/Y 2020/2021

PEOPLESOFT

JULY 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 2PM - OFF TL Entries 3PM-4:30 - OFF Edits OFF Confirm	2 TL - APRV Cancels	3 HOLIDAY Independence Day	4
5	6 Issue OFF Warrants M07 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 M07 AM - MORNING LOAD TL - APRV,LOAD	15 Pre-Calc2 M07 Review Payroll Reports TL - APRV,LOAD	16 Final Calc M07 Review Payroll Reports TL - APRV,LOAD	17 Confirm M07 Review Payroll Reports	18
19	20 Cancels	21 Cancels	22 Cancels	23 Cancels	24 Cancels	25
26	27 Cancels	28 Cancels	29 Cancels	30 Payroll Pick-up Cancels	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: 9

County Days: 9

Payroll/Off Cycle Processing Schedule - F/Y 2020/2021

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AUGUST 2020

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

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District Days: 9
County Days: 8

Payroll/Off Cycle Processing Schedule - F/Y 2020/2021

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SEPTEMBER 2020

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

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District Days: 9
County Days: 7

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OCTOBER 2020

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

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District Days: 9
County Days: 9

Payroll/Off Cycle Processing Schedule - F/Y 2020/2021

PEOPLESFT

NOVEMBER 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 M11 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	HOLIDAY Veteran's Day	Pre-Calc1 M11 AM - MORNING LOAD	Pre-Calc2 M11	
	Cancels	Cancels		TL - APRV,LOAD	Review Payroll Reports	
					TL - APRV,LOAD	
15	16	17	18	19	20	21
	Final Calc M11	Confirm M11				
	Review Payroll Reports	Review Payroll Reports				
	TL - APRV,LOAD		Cancels	Cancels	Cancels	
22	23	24	25	26	27	28
			Payroll Pick-up	HOLIDAY Thanksgiving Day	HOLIDAY Friday following Thanksgiving	
	Cancels	Cancels	Cancels			
29	30	1				
	Issue M11					
	Cancels					

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District Days: 7

County Days: 6

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DECEMBER 2020

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

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District Days: 5
County Days: 4

Payroll/Off Cycle Processing Schedule - F/Y 2020/2021

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JANUARY 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 HOLIDAY Winter Holiday	2
3	4 2PM - OFF TL Entries 3PM-4:30 - OFF Edits OFF Confirm	5 TL - APRV	6 Issue OFF Warrants M01 Paysheets Available EX HRLY LOAD* TL- APRV AM - APRV	7 TL- APRV AM - APRV	8 TL- APRV, LOAD AM - APRV	9
10	11 TL- APRV AM - APRV	12 Pre-Calc1 M01 AM - MORNING LOAD TL - APRV,LOAD	13 Pre-Calc2 M01 Review Payroll Reports TL - APRV,LOAD	14 Final Calc M01 Review Payroll Reports TL - APRV,LOAD	15 Confirm M01 Review Payroll Reports	16
17	18 HOLIDAY Martin Luther King Jr. Day	19	20	21	22	23
24	25	26	27	28 Payroll Pick-up	29 Issue M01	30

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District Days: 7
County Days: 8

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FEBRUARY 2021

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

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 *Exception Hourly Schedules Loaded

District Days: 8
County Days: 6

Payroll/Off Cycle Processing Schedule - F/Y 2020/2021

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MARCH 2021

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 M03 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 Pre-Calc1 M03 AM - MORNING LOAD TL - APRV,LOAD	16 Pre-Calc2 M03 Review Payroll Reports TL - APRV,LOAD	17 Final Calc M03 Review Payroll Reports TL - APRV,LOAD	18 Confirm M03 Review Payroll Reports	19 Cancels	20
21	22 Cancels	23 Cancels	24 Cancels	25 Cancels	26 Cancels	27
28	29 Payroll Pick-up Cancels	30 Issue M03 Cancels	31 County Auditor Holiday Cesar Chavez Day Cancels			

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District Days: 9
County Days: 7

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APRIL 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 2PM - OFF TL Entries 3PM-4:30 - OFF Edits OFF Confirm	2 TL - APRV Cancels	3
4	5 Issue OFF Warrants M04 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 Pre-Calc1 M04 AM - MORNING LOAD TL - APRV,LOAD	15 Pre-Calc2 M04 Review Payroll Reports TL - APRV,LOAD	16 Final Calc M04 Review Payroll Reports TL - APRV,LOAD	17
18	19 Confirm M04 Review Payroll Reports	20 Cancels	21 Cancels	22 Cancels	23 Cancels	24
25	26 Cancels	27 Cancels	28 Cancels	29 Payroll Pick-up Cancels	30 Issue M04 Cancels	

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District Days: 10

County Days: 8

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PEOPLESFT

MAY 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
2	3 2PM - OFF TL Entries 3PM-4:30 - OFF Edits OFF Confirm	4 TL - APRV Cancels	5 Issue OFF Warrants M05 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 M05 AM - MORNING LOAD TL - APRV,LOAD	14 Pre-Calc2 M05 Review Payroll Reports TL - APRV,LOAD	15
16	17 Final Calc M05 Review Payroll Reports TL - APRV,LOAD	18 Confirm M05 Review Payroll Reports	19 Cancels	20 Cancels	21 Cancels	22
23	24 Cancels	25 Cancels	26 Cancels	27 Payroll Pick-up Cancels	28 Issue M05 Cancels	29
30	31 HOLIDAY Memorial Day	1				

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District Days: 9

County Days: 7

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PEOPLESFT

JUNE 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2 2PM - OFF TL Entries 3PM-4:30 - OFF Edits	3 TL - APRV	4 Issue OFF Warrants M06 Paysheets Available 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 Pre-Calc1 M06 AM - MORNING LOAD	16 Pre-Calc2 M06	17 Final Calc M06	18 Confirm M06	19
	Cancels	TL - APRV,LOAD	Review Payroll Reports TL - APRV,LOAD	Review Payroll Reports TL - APRV,LOAD	Review Payroll Reports	
20	21	22	23	24	25	26
	Cancels	Cancels	Cancels	Cancels	Cancels	
27	28	29 Payroll Pick-up	30 Issue M06			
	Cancels	Cancels	Cancels			

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District Days: 10
County Days: 7

PEOPLESOFT

PAYROLL CALENDAR DATES 2020-2021

MONTH	CYCLE	OFF CYCLE ISSUE DATE	CALC #1 RUN DATE	PAYROLL RUN DATE	PAYROLL ISSUE DATE
JUL	M07	07/06/20	07/14/20	07/16/20	07/31/20
AUG	M08	08/05/20	08/13/20	08/17/20	08/31/20
SEP	M09	09/04/20	09/15/20	09/17/20	09/30/20
OCT	M10	10/05/20	10/13/20	10/15/20	10/30/20
NOV	M11	11/05/20	11/12/20	11/16/20	11/30/20
DEC	M12	12/04/20	12/08/20	12/10/20	12/18/20
JAN	M01	01/06/21	01/12/21	01/14/21	01/29/21
FEB	M02	02/04/21	02/11/21	02/16/21	02/26/21
MAR	M03*	03/05/21	03/15/21	03/17/21	03/30/21*
APR	M04	04/05/21	04/14/21	04/16/21	04/30/21
MAY	M05	05/05/21	05/13/21	05/17/21	05/28/21
JUN	M06	06/04/21	06/15/21	06/17/21	06/30/21

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

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

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 605) after 1:00 p.m.
on the issue date. All warrants not picked up by 4:30 will be put in truck mail.**