

March 2012

Sunday		Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		
								PAYDAY	1		2		3	
								2011 W-2 Reprints 6pm Table Backups						
	4		5		6		7		8		9		10	
						3pm Batch Tapes Due 6pm Prelim Cutoff Feb Run 2		7am Exception Rprts 6pm Table Backups		6pm Final Cutoff Feb R2 Run Payroll				
	11		12		13		14	PAYDAY	15		16		17	
		Leave Accrual Update 7am Payroll Rprts 6pm Load R*STARS		7am Leave Rprts 10:15 ACH Stops 6pm Post to R*STARS Run Q1 reports		Feb DataMart		2011 W-2 Reprints 6pm Table Backups						
	18		19		20		21		22	FURLOUGH	23		24	
						3pm Batch Tapes Due 6pm Prelim Cutoff Mar R1		7am Exception Rprts 6pm Table Backups						
	25		26		27		28		29	PAYDAY	30		31	
		6pm Final Cutoff Mar R1 Run Payroll & Timesheets		7am Payroll Rprts 6pm Load R*STARS		10:15 ACH Stops 6PM Post to R*STARS		6pm Table Backups						
										February 2012		April 2012		
										Su M T W Th F Sa	Su M T W Th F Sa			
												1 2 3 4	1 2 3 4 5 6 7	
										5 6 7 8 9 10 11	8 9 10 11 12 13 14			
										12 13 14 15 16 17 18	15 16 17 18 19 20 21			
										19 20 21 22 23 24 25	22 23 24 25 26 27 28			
										26 27 28 29	29 30			

August 2012

Sunday		Monday		Tuesday		Wednesday		Thursday		Friday		Saturday	
						PAYDAY	1		2		3		4
								6pm Table Backups					
	5		6		7		8		9		10		11
				3pm Batch Tapes Due 6pm Prelim Cutoff Jul R2		7am Exception Rprts 6pm Table Backups		6pm Final Cutoff Jul R2; Run Payroll		Leave Accrual Update 7am Payroll Rprts 6pm Load R*STARS			
	12		13		14	PAYDAY	15		16		17		18
		7am Leave Rprts 10:15 ACH Stops 6pm Post to R*STARS		Jul DataMart				6pm Table Backups		FURLOUGH			
	19		20		21		22		23		24		25
						6pm Table Backups		3pm Batch Tapes Due 6pm Prelim Cutoff Aug R1		7am Exception Rprts 6pm Table Backups			
	26		27		28		29		30		31		
		6pm Final Cutoff Aug R1; Run Payroll & Timesheets		7am Payroll Rprts 6pm Load R*STARS		10:15 ACH Stops 6pm Post to R*STARS		6pm Table Backups		PAYDAY			
										July 2012		September 2012	
										Su M T W Th F Sa		Su M T W Th F Sa	
										1 2 3 4 5 6 7		1	
										8 9 10 11 12 13 14		2 3 4 5 6 7 8	
										15 16 17 18 19 20 21		9 10 11 12 13 14 15	
										22 23 24 25 26 27 28		16 17 18 19 20 21 22	
										29 30 31		23 24 25 26 27 28 29	
												30	

September 2012

Sunday		Monday		Tuesday		Wednesday		Thursday		Friday		Saturday	
													1
	2	STATE HOLIDAY	3		4		5		6		7		8
						6pm Table Backups		3pm Batch Tapes Due 6pm Prelim Cutoff Aug R2		7am Exception Rprts			
	9		10		11		12		13	PAYDAY	14		15
		6pm Final Cutoff Aug R2; Run Payroll		Leave Accrual Update 7am Payroll Rprts 6pm Load R*STARS		7am Leave Rprts 10:15 ACH Stops 6pm Post to R*STARS Run Q3 Reports		6pm Table Backups Aug DataMart		Due Diligence Deadline			
	16		17		18		19		20		21		22
								6pm Table Backups		3pm Batch Tapes Due 6pm Prelim Cutoff Sep R1			
	23		24		25		26		27		28		29
		7am Exception Rprts		6pm Final Cutoff Sep R1; Run Payroll & Timesheets		7am Payroll Rprts 6pm Load R*STARS		10:15 ACH Stops 6pm Post to R*STARS 6pm Table Backups		Last Day-Stale Rewrites			
	30												
										August 2012		October 2012	
										Su M T W Th F Sa		Su M T W Th F Sa	
										1 2 3 4		1 2 3 4 5 6	
										5 6 7 8 9 10 11		7 8 9 10 11 12 13	
										12 13 14 15 16 17 18		14 15 16 17 18 19 20	
										19 20 21 22 23 24 25		21 22 23 24 25 26 27	
										26 27 28 29 30 31		28 29 30 31	

December 2012

Sunday		Monday		Tuesday		Wednesday		Thursday		Friday		Saturday	
													1
	2		3		4		5		6		7		8
						6pm Table Backups		3pm Batch Tapes Due 6pm Prelim Cutoff Nov. R2		7am Exception Rprts			
	9		10		11		12		13	PAYDAY	14		15
		6pm Final Cutoff Nov R2; Run Payroll		Leave Accrual Update 7am Payroll Rprts 6pm Load R*STARS		7am Leave Rprts 10:15 ACH Stops 6pm Post to R*STARS		6pm Table Backups Nov DataMart					
	16		17		18		19		20		21		22
								6pm Table Backups		3pm Batch Tapes Due 6pm Prelim Cutoff Dec R1			
	23		24	STATE HOLIDAY	25		26		27		28		29
		7am Exception Rprts				6pm Final Cutoff Dec R1; Run Payroll & Timesheets		7am Payroll Rprts 6pm Load R*STARS 6pm Table Backups		10:15 ACH Stops 6pm Post to R*STARS			
	30		31										
										November 2012		January 2013	
										Su M T W Th F Sa		Su M T W Th F Sa	
										1 2 3		1 2 3 4 5	
										4 5 6 7 8 9 10		6 7 8 9 10 11 12	
										11 12 13 14 15 16 17		13 14 15 16 17 18 19	
										18 19 20 21 22 23 24		20 21 22 23 24 25 26	
										25 26 27 28 29 30		27 28 29 30 31	

January 2013

Sunday		Monday		Tuesday		Wednesday		Thursday		Friday		Saturday	
				STATE HOLIDAY PAYDAY-CKS	1	PAYDAY-ACH	2		3		4		5
								6pm Table Backups					
	6		7		8		9		10		11		12
		3pm Batch Tapes Due 6pm Prelim Cutoff Dec R2		7am Exception Rprts 6pm Table Backups		6pm Final Cutoff Dec R2; Run Payroll		Leave Accrual Update 7am Payroll Rprts 6pm Load R*STARS		7am Leave Rprts 10:15 ACH Stops 6pm Post to R*STARS 6pm Run 2012 W-2s			
	13		14	PAYDAY	15		16		17	FURLOUGH	18		19
		Dec DataMart Run Q4 Reports		1099 Info to OSPS W-2 Distrib to Agencies									
	20	STATE HOLIDAY	21		22		23		24		25		26
						6pm Table Backups		3pm Batch Tapes Due 6pm Prelim Cutoff Jan R1		7am Exception Rprts			
	27		28		29		30		31				
		6pm Final Cutoff Jan R1, Run Payroll & Timesheets		7am Payroll Rprts 6pm Load R*STARS		10:15 ACH Stops 6pm Post to R*STARS		Agy W-2 & 1099 Distrib Deadline 6pm Table Backups					
										December 2012		February 2013	
										Su M T W Th F Sa	Su M T W Th F Sa		
										1	1 2		
										2 3 4 5 6 7 8	3 4 5 6 7 8 9		
										9 10 11 12 13 14 15	10 11 12 13 14 15 16		
										16 17 18 19 20 21 22	17 18 19 20 21 22 23		
										23 24 25 26 27 28 29	24 25 26 27 28		
										30 31			