

December 2007

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
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2	3 Run C off-cycle * for 11/17/07 PPED – CID 12/06/07 Time & Leave Interface files for 12/01/07 PPED due by 5:00 p.m.	4 Paysheets Created 1st Pre-Calc for 12/01/07 PPED	5 2nd Pre-Calc for 12/01/07 PPED	6 3rd Pre-Calc for 12/01/07 PPED	7 Regent on-cycle files for 12/01/07 PPED due by 6:00 a.m. Final Pay Calc and Pay Confirm for 12/01/07 PPED	8
9	10 Run A off-cycle * for 12/01/07 PPED – CID 12/14/07	11	12 Run B off-cycle * for 12/01/07 PPED – CID 12/17/07	13	14 PAYDAY Time & Leave Interface files for 12/15/07 PPED due by 5:00 p.m.	15
16	17 Run C off-cycle * for 12/01/07 PPED – CID 12/20/07 Paysheets Created 1st Pre-Calc for 12/15/07 PPED	18 2nd Pre-Calc for 12/15/07 PPED	19 Regent on-cycle files for 12/15/07 PPED due by 6:00 a.m. Final Pay Calc and Pay Confirm for 12/15/07 PPED	20 Regents' Run A off- cycle files due by 5:00 p.m.	21 Run A off-cycle * for 12/15/07 PPED – CID 12/28/07 Regents' Run B off-cycle files due by 5:00 p.m.	22
23	24 CHRISTMAS HOLIDAY	25 CHRISTMAS HOLIDAY	26 Run B off-cycle * for 12/15/07 PPED – CID 12/31/07	27	28 PAYDAY Time & Leave Interface files for 12/29/07 PPED due by 5:00 p.m.	29
30	31 Run C off-cycle * for 12/15/07 PPED – CID 01/03/08 Paysheets created 1st Pre-Calc for 12/29/07 PPED	*The deadline for submitting off-cycle files for Regents Institutions is 5:00 p.m. on the preceding business day.				