

December 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29 Run C off-cycle * for 11/13/21 PPED – CID 12/02/21 Interface Agencies T&L files for 11/27/21 PPED due by 6:00 p.m.	30 Paysheets Created 1st Pre-Calc for 11/27/21 PPED	1 2nd Pre-Calc for 11/27/21 PPED	2 3rd Pre-Calc for 11/27/21 PPED Regent on-cycle files for 11/27/21 PPED due by 4:00 p.m	3 Final Pay Calc and Pay Confirm for 11/27/21 PPED - CID 12/10/21 Regents' Run A off-cycle files due by 4:00 p.m.	4
5	6 Run A off-cycle * for 11/27/21 PPED – CID 12/10/21 Regent's on-cycle and A off-cycle for 11/27/21 PPED - CID 12/10/21	7 Regents' Run B off-cycle files due by 4:00 p.m.	8 Run B off-cycle * for 11/27/21 PPED – CID 12/13/21	9	10 PAYDAY Regents' Run C off-cycle files due 4:00 p.m	11
12	13 Run C off-cycle * for 11/27/21 PPED – CID 12/16/21 Interface Agencies T&L files for 12/11/21 PPED due by 6:00 p.m.	14 Paysheets Created 1st Pre-Calc for 12/11/21 PPED	15 2 nd Pre-Calc for 12/11/21 PPED Regent on-cycle files for 12/11/21 PPED due by 4:00 p.m. . -- - Final Regents' on-cycle file for 2021 2021 DA-180 forms deadline for adjustments	16 3rd Pre-Calc for 12/11/21 PPED	17 Final Pay Calc and Pay Confirm for 12/11/21 PPED - CID 12/23/21 Regents' Run A off-cycle files due by 4:00p.m	18
19 Regent's on-cycle for 12/11/21 PPED - CID 12/23/21	20 Run A off-cycle * for 12/11/21 PPED – CID 12/23/21	21 Regents' Run B off-cycle files due by 4:00 p.m.	22 Run B off-cycle * for 12/11/21 PPED – CID 12/28/21	23 PAYDAY Regents' Run C off-cycle files due 4:00 p.m--- Final Regents' off-cycle file for 2021	24 CHRISTMAS HOLIDAY No batch jobs scheduled	25
26 KPAY320 processes for W-4/NRA tax rows	27 Run C off-cycle * for 12/11/21 PPED – CID 12/30/21- Final off-cycle run for 2021. All adjustments & reversals must be entered to be included in 2021 Interface Agencies T&L files for 12/25/21 PPED due by 12:00 p.m. DA-181 forms deadline for arrearages Paysheets Created 1st Pre-Calc for 12/25/21 PPED	28 2nd Pre-Calc for 12/25/21 PPED	29 3rd Pre-Calc for 12/25/21 PPED KPAY229 processes for arrearages removal	30 Final Pay Calc and Pay Confirm for 12/25/21 PPED - CID 1/7/22	31 NEW YEAR'S HOLIDAY	

*The deadline for completing off-cycle files for SHARP agencies is 7:00 p.m. on the run day.