

April/May 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
25	26	27	28	29	30 PAYDAY *First opportunity to submit T&LBR Interface files for the 5/1/21 PPED due by 6:00 p.m. Regents Run C off-cycle files for 4/17/21 PPED due by 4:00 p.m.	1
2	3 *T&LBR Interface files for the 5/1/21 PPED due by 12:00 p.m. ++ *First pre-calc for 5/1/21 PPED **Terms/RET must be entered by 7PM and Reported Time must be submitted by 6:30 PM for leave payouts to be correct *SHARP & Regents Run C off-cycle for 4/17/21 PPED – CID 5/6/21	4 *Second pre-calc for 5/1/21 PPED on-cycle *Regents’ on-cycle payroll files for 5/1/21 PPED due by 4:00 pm.	5 *Final pay calc and confirm for 5/1/21 PPED on-cycle-CID 5/14/21	6 *Regents’ on-cycle for 5/1/21 PPED – CID 5/14/21 *Regents Run A off-cycle files for 5/1/21 PPED due by 4:00 p.m.	7 *SHARP & Regents Run A off-cycle for 5/1/21 PPED – CID 5/14/21 Last off-cycle run before SHARP upgrade.	8 SHARP system and Employee Self Service closed. Upgrade to SHARP begins.
9 SHARP system and Employee Self Service closed. Upgrade to SHARP continues.	10 SHARP and Employee Self Service open to core users ONLY for validation.	11 SHARP and Employee Self Service open to all users. Normal SHARP Payroll processing schedule resumes *Regents Run B off-cycle files for 5/1/21 PPED due by 4:00 p.m.	12 *SHARP & Regents Run B off-cycle for 5/1/21 PPED – CID 5/17/21 First off-cycle run in upgraded SHARP system.	13	14 PAYDAY Regents Run C off-cycle files for 5/1/21 PPED due by 4:00 p.m.	15

++T&LBR interface agencies can submit timesheet files for the period ending May 1, 2021 to DofA for processing by 6:00 p.m. April 30, 2021 or by noon to be processed at 12:30 p.m. on May 3, 2021