

December 2008

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	<p>1</p> <p>Run C off-cycle * for 11/15/08 PPED – CID 12/04/08</p> <p>Time & Leave Interface files for 11/29/08 PPED due by 5:00 p.m.</p>	<p>2</p> <p>Paysheets Created</p> <p>1st Pre-Calc for 11/29/08 PPED</p>	<p>3</p> <p>2nd Pre-Calc for 11/29/08 PPED</p>	<p>4</p> <p>3rd Pre-Calc for 11/29/08 PPED</p>	<p>5</p> <p>Regent on-cycle files for 11/29/08 PPED due by 6:00 a.m.</p> <p>Final Pay Calc and Pay Confirm for 11/29/08 PPED</p>	<p>6</p>
<p>7</p>	<p>8</p> <p>Run A off-cycle * for 11/29/08 PPED – CID 12/12/08</p> <p>Regent's on-cycle for 11/29/08 PPED - CID 12/12/08</p>	<p>9</p>	<p>10</p> <p>Run B off-cycle * for 11/29/08 PPED – CID 12/15/08</p>	<p>11</p>	<p>12</p> <p>PAYDAY</p> <p>Time & Leave Interface files for 12/13/08 PPED due by 5:00 p.m.</p>	<p>13</p>
<p>14</p>	<p>15</p> <p>Run C off-cycle * for 11/29/08 PPED – CID 12/18/08</p> <p>1st Pre-Calc for 12/13/08 PPED</p> <p>Paysheets Created</p>	<p>16</p> <p>2nd Pre-Calc for 12/13/08 PPED</p>	<p>17</p> <p>Regent on-cycle files for 12/13/08 PPED due by 6:00 a.m.</p> <p>Final Pay Calc and Pay Confirm for 12/13/08 PPED</p> <p>2008 DA-180 forms deadline for adjustments</p>	<p>18</p> <p>Regent's on-cycle for 12/13/08 PPED - CID 12/24/08</p>	<p>19</p> <p>Run A off-cycle * for 12/13/08 PPED – CID 12/24/08</p>	<p>20</p>
<p>21</p>	<p>22</p> <p>KPAY320 processes for W-4/W-5/NRA tax rows</p>	<p>23</p> <p>Regents' Run B off-cycle files due 5:00 p.m. --- Final Regents' off-cycle file for 2008</p>	<p>24</p> <p>PAYDAY</p> <p>Final on-cycle check for 2008</p> <p>Run B off-cycle * for 12/13/08 PPED – CID 12/31/08</p> <p>Time & Leave Interface files for 12/27/08 PPED due by 5:00 p.m</p> <p>Final off-cycle run for 2008. All adjustments & reversals must be entered to be included in 2008. Check Issue Date 12/31/08.</p>	<p>25</p> <p>CHRISTMAS HOLIDAY</p>	<p>26</p> <p>CHRISTMAS HOLIDAY</p>	<p>27</p>
<p>28</p>	<p>29</p> <p>Run C off-cycle * for 12/13/08 PPED – CID 01/02/09</p> <p>Final chance to update addresses for W-2 purposes</p> <p>Paysheets created</p> <p>1st Pre-Calc for 12/27/08 PPED</p>	<p>30</p> <p>2nd Pre-Calc for 12/27/08 PPED</p>	<p>31</p> <p>3rd Pre-Calc for 12/27/08 PPED</p> <p>(Note: The Final Pay Calc and Pay Confirm for 12/27/08 PPED will occur on Friday, January 2, 2009)</p>			
		<p>*The deadline for submitting off-cycle files for Regents Institutions is 5:00 p.m. on the preceding business day.</p>				