

December 2011

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 3rd Pre-Calc for 11/26/11 PPED Regent on-cycle files for 11/26/11 PPED due by 4:00 p.m.	2 Final Pay Calc and Pay Confirm for 11/26/11 PPED – CID 12/09/11 Regents' Run A off-cycle files due by 4:00 p.m	3
4	5 Run A off-cycle * for 11/26/11 PPED – CID 12/09/11 Regent's on-cycle for 11/26/11 PPED - CID 12/09/11	6 Regents' Run B off-cycle files due by 4:00 p.m	7 Run B off-cycle * for 11/26/11 PPED – CID 12/12/11	8	9 PAYDAY Regents' Run C off-cycle files due by 4:00 p.m	10
11	12 Run C off-cycle * for 11/26/11 PPED – CID 12/15/11 Interface Agencies T&L files for 12/10/11 PPED due by 5:00 p.m.	13 Paysheets Created 1st Pre-Calc for 12/10/11 PPED	14 2nd Pre-Calc for 12/10/11 PPED 2011 DA-180 forms deadline for adjustments	15 3rd Pre-Calc for 12/10/11 PPED Regent on-cycle files for 12/10/11 PPED due by 4:00 p.m	16 Final Pay Calc and Pay Confirm for 12/10/11 PPED - CID 12/23/11 Regents' Run A off-cycle files due by 4:00 p.m	17
18	19 Run A off-cycle * for 12/10/11 PPED – CID 12/23/11 KPAY320 processes for W-4/NRA tax rows Regent's on-cycle for 12/10/11 PPED - CID 12/23/11	20 Regents' Run B off-cycle files due by 4:00 p.m	21 Run B off-cycle * for 12/10/11 PPED – CID 12/27/11	22	23 PAYDAY Final on-cycle check for 2011 Regents' Run C off-cycle files due 4:00 p.m. --- Final Regents' off-cycle file for 2011 Interface Agencies T&L files for 12/24/11 PPED due by 5:00 p.m (original)	24
25	26 CHRISTMAS HOLIDAY Interface Agencies T&L files for 12/24/11 PPED due by 5:00 p.m (Extended)	27 Interface Agencies T&L files for 12/24/11 PPED due by 12:00 p.m (Extended) Paysheets created 1st Pre-Calc for 12/24/11 PPED Run C off-cycle * for 12/10/11 PPED – CID 12/30/11 Final off-cycle run for 2011. All adjustments & reversals must be entered to be included in 2011. Check Issue Date 12/30/11.	28 2nd Pre-Calc for 12/24/11 PPED Regent on-cycle files for 12/24/11 PPED due by 4:00 p.m Final chance to update addresses for W-2 purposes	29 3rd Pre-Calc for 12/24/11 PPED	30 Final Pay Calc and Pay Confirm for 12/24/11 PPED – CID 1/06/12 Regents' Run A off-cycle files due by 4:00 p.m	31
*The deadline for completing off-cycle files for SHARP agencies is 6:00 p.m. on the run day.						