

December 2009

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 Paysheets Created 1st Pre-Calc for 11/28/09 PPED	2 2nd Pre-Calc for 11/28/09 PPED	3 3rd Pre-Calc for 11/28/09 PPED	4 Regent on-cycle files for 11/28/09 PPED due by 6:00 a.m. Final Pay Calc and Pay Confirm for 11/28/09 PPED	5
6	7 Run A off-cycle * for 11/28/09 PPED – CID 12/11/09	8	9 Run B off-cycle * for 11/28/09 PPED – CID 12/14/09	10	11 PAYDAY	12
13	14 Run C off-cycle * for 11/28/09 PPED – CID 12/17/09 Time & Leave Interface files for 12/12/09 PPED due by 5:00 p.m.	15 Paysheets Created 1st Pre-Calc for 12/12/09 PPED	16 2nd Pre-Calc for 12/12/09 PPED	17 Regent on-cycle files for 12/12/09 PPED due by 6:00 a.m. 3rd Pre-Calc for 12/12/09 PPED	18 Regents' Run A off- cycle files due by 5:00 p.m. Final Pay Calc and Pay Confirm for 12/12/09 PPED – CID 12/24/09	19
20 Regent's on-cycle for 12/12/09 PPED – CID 12/24/09	21 Run A off-cycle * for 12/12/09 PPED – CID 12/24/09	22 Regents' Run B off- cycle files due by 5:00 p.m.	23 Run B off-cycle * for 12/12/09 PPED – CID 12/28/09	24 PAYDAY	25 CHRISTMAS HOLIDAY	26
27	28 Run C off-cycle * for 12/12/09 PPED – CID 12/31/09 Time & Leave Interface files for 12/26/09 PPED due by 5:00 p m Paysheets created 1st Pre-Calc for 12/26/09 PPED	29 2nd Pre-Calc for 12/26/09 PPED	30 3rd Pre-Calc for 12/26/09 PPED	31 Regent on-cycle files for 12/26/09 PPED due by 6:00 a.m. Final Pay Calc and Pay Confirm for 12/26/09 PPED – CID 01/08/10	*The deadline for submitting off-cycle files for Regents Institutions is 5:00 p.m.on the preceding business day.	