

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 – CID 12/11/09	5
6	7 Run A off-cycle * for 11/28/09 PPED – CID 12/11/09 Regent's on-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 1st Pre-Calc for 12/12/09 PPED Paysheets Created	16 2nd Pre-Calc for 12/12/09 PPED 2009 DA-180 forms deadline for adjustments	17 3rd Pre-Calc for 12/12/09 PPED Regent on-cycle files for 12/12/09 PPED due by 6:00 a.m.	18 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 KPAY320 processes for W-4/W-5/NRA tax rows	22	23 Run B off-cycle * for 12/12/09 PPED – CID 12/28/09	24 PAYDAY Final on-cycle check for 2009 Regents' Run C off-cycle files due 5:00 p.m. --- Final Regents' off-cycle file for 2009	25 CHRISTMAS HOLIDAY	26
27	28 Paysheets created 1 st Pre-Calc for 12/26/09 PPED Time & Leave Interface files for 12/26/09 PPED due by 5:00 p.m. Run C off-cycle * for 12/12/09 PPED – CID 12/31/09 Final off-cycle run for 2009. All adjustments & reversals must be entered to be included in 2009. Check Issue Date 12/31/09.	29 2nd Pre-Calc for 12/26/09 PPED Final chance to update addresses for W-2 purposes	30 3rd Pre-Calc for 12/26/09 PPED	31 Final Pay Calc and Pay Confirm for 12/26/09 PPED – CID 1/08/10 Regent on-cycle files for 12/26/09 PPED due by 6:00 a.m.		
*The deadline for submitting off-cycle files for Regents Institutions is 5:00 p.m. on the preceding business day.						