

December 2010

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 2nd Pre-Calc for 11/27/10 PPED	2 3rd Pre-Calc for 11/27/10 PPED Regent on-cycle files for 11/27/10 PPED due by 4:00 p.m.	3 Final Pay Calc and Pay Confirm for 11/27/10 PPED – CID 12/10/10	4
5	6 Run A off-cycle * for 11/27/10 PPED – CID 12/10/10 Regent's on-cycle for 11/27/10 PPED - CID 12/10/10	7	8 Run B off-cycle * for 11/27/10 PPED – CID 12/13/10	9	10 PAYDAY	11
12	13 Run C off-cycle * for 11/27/10 PPED – CID 12/16/10 Interface Agencies T&L files for 12/11/10 PPED due by 5:00 p.m.	14 1st Pre-Calc for 12/11/10 PPED Paysheets Created	15 2nd Pre-Calc for 12/11/10 PPED Regent on-cycle files for 12/11/10 PPED due by 4:00 p.m. 2010 DA-180 forms deadline for adjustments	16 3rd Pre-Calc for 12/11/10 PPED	17 Final Pay Calc and Pay Confirm for 12/11/10 PPED - CID 12/23/10 Regents' Run A off-cycle files due by 4:00 p.m	18
19 Regent's on-cycle for 12/11/10 PPED - CID 12/23/10	20 Run A off-cycle * for 12/11/10 PPED – CID 12/23/10 KPAY320 processes for W-4/NRA tax rows	21 Regents' Run B off-cycle files due by 4:00 p.m	22 Run B off-cycle * for 12/11/10 PPED – CID 12/27/10	23 PAYDAY Final on-cycle check for 2010 Regents' Run C off-cycle files due 4:00 p.m. --- Final Regents' off-cycle file for 2010	24 CHRISTMAS HOLIDAY	25
26	27 Paysheets created 1 st Pre-Calc for 12/25/10 PPED Interface Agencies T&L files for 12/25/10 PPED due by 5:00 p.m Run C off-cycle * for 12/11/10 PPED – CID 12/30/10 Final off-cycle run for 2010. All adjustments & reversals must be entered to be included in 2010. Check Issue Date 12/30/10.	28 2nd Pre-Calc for 12/25/10 PPED Final chance to update addresses for W-2 purposes	29 3rd Pre-Calc for 12/25/10 PPED Regent on-cycle files for 12/25/10 PPED due by 4:00 p.m	30 Final Pay Calc and Pay Confirm for 12/25/10 PPED – CID 1/07/11	31 NEW YEAR'S HOLIDAY	
*The deadline for submitting off-cycle files for Regents Institutions is 4:00 p.m. on the preceding business day.						