

B/P/P Production Schedule

September 2014

Monday	Tuesday	Wednesday	Thursday	Friday																																																																																				
1 BILL0001/MON0001 (Scheduler) BILL0011(PH) Labor Day for I, J, K, N, P, R, T, W REQST031 - Early Insurance Initialization	2 BILL0049 (BILL0011) HRIS0003/4-Get/Push Data to Austin Monthly Pay Day PPRs #15-01 (for ALL but F M N X)	3 HRIS0006-Post Payroll Data INSUR019/13W - 11am ? INSURW90 Quarterly FTEs - BUDGT011/14/15/21 & FISYE25* - Noon	4	5 ? HRIS0011- Ann Rpt Statewide Hiring Pract. Check HRIS Web for Run Dates Prelim AND Final HRISFY10-HRIS Reappointments EFT #1-Class/Carr-Due LEVREQ06 Upd Fed Bank Routing #s																																																																																				
8 HRIS0001/02 (PW) HRISFY20-HRIS Reappointments EFT #2-Reappointments-Due	9 HRISYE44 (PW) PPRs #15-01 (F M N X) PPRs #15-02 (for ALL but F M N X)	10 2:00 PM TTVN Meeting BILL0005-Bank Draft Edit Report INSUR019/13W - 11am INSURW90	11	12 Biweekly Pay Day #14-27 HRISFY30-HRIS Reappointments EFT #3-Terminations-Due PAYRL40 Pre-Val & Early Validation, S.OASI for ACDETVX - (PAYRL05/06/07/11)																																																																																				
15 BILL0006 - Noon: PastDue Notices Final Compliance Report for Previous FY Available INSURA20 MONPAY0051 RD0300 Surv RPT REQST031 (Delivng) - Early Validation (Remaining WS) with Recap and Changes (PAYRL07/10B)	16 3 pm - Biweekly Payroll Calculation #15-01 BILL0009 - Cancellations BVD1 - All PPRs #15-02 (F M N X)	17 INSUR019/13W - 11am INSURW90 PAYRL43/44/45/48/49 &transmit ACH/Pos Pay files to Bank	18 PAYR L51/52 & Transmit COD to Bank	19 BILL0007/015/019 - Retiree Billing Month End - Current Month Biweekly Pay Day #15-01 PAYRL40 Pre-Val & Early Validation, S.OASI for ACDETVX - (PAYRL05/06/07/11)																																																																																				
22 BILL0008-Retiree Bills and Bank Drafts - 11 A.M. HRIS0007 - Print Reports Validation (Remaining WS) with Recap and Changes (PAYRL07/10B)	23 3 pm - Biweekly Payroll Calculation #15-02 BILL0049 BVD2s (PAYRL02) P2PAY Exceptions/ ORP-TRS-OASI Errors (PAYRL10M)/ Student File Error Reports (PAYRL11) PPRs #15-03 (for ALL but F M N X)	24 INSUR019/13W - 11am INSURW90 Monthly P2PAY (PAYRL03) Open 411 Table for Supplemental Payroll PAYRL43/44/45/48/49 &transmit ACH/Pos Pay files to Bank	25 3 pm - Monthly Payroll Calculation PAYR L51/52 & Transmit COD to Bank	26 Biweekly Pay Day #15-02 EPP at Noon ORP/TDA Month-End Runs Tonight - Edit Request due by 4:00 pm PAYRL40 PAYRL43/44/45/48/49 &transmit ACH/Pos Pay files to Bank																																																																																				
29 MONPAY49 PAYR L51/52 & Transmit COD to Bank Quarterly Tax Reports	30 BILL0010 - Last Day PrePay Rpt - Current Month BUDGT009/MONLND* INSUR019/13W - 11am INSURW90 INSUR13M - 11am P2Pay for Supplemental PayCalc (PAYRL08) PPRs #15-03 (F M N X)	Aug 2014 <table><tr><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th><th>S</th></tr><tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr><tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr><tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr><tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr><tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td></tr></table> Oct 2014 <table><tr><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th><th>S</th></tr><tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr><tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr><tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr><tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr><tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td></tr></table>			M	T	W	T	F	S	S					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	M	T	W	T	F	S	S				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
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B/P/P Production Schedule

October 2014

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6 BILL0004/0006-Requested Bills & PastDue Notices LEVREQ06 MONPAY50/51 Validation (Remaining WS) with Recap and Changes (PAYRL07/10B)	7 3 pm - Biweekly Payroll Calculation #15-03 PPRs #15-04 (for ALL but F M N X)	8 2:00 PM TTVN Meeting INSUR019/13W - 11am INSURW90 PAYRL43/44/45/48/49 &transmit ACH/Pos Pay files to Bank	9 Final Copy of the Annual Report of Statewide Hiring Practices Available PAYRL51/52 & Transmit COD to Bank	10 Biweekly Pay Day #15-03 PAYRL40																																																																																				
13 Columbus Day - Bank Holiday	14 BVD1 - All PPRs #15-04 (F M N X)	15 BILL0005-Bank Draft Edit Report BILL0009 - Cancellations INSUR019/13W - 11am INSURW90 RDS010 Surv.RPT REQST031 (Delinq) - Early	16 Third Quarter Veteran Workforce Summary Reports Available	17 BILL0007/015/019 - Retiree Billing Month End - Current Month Pre-Val & Early Validation, S.OASI for ACDETVX - (PAYRL05/06/07/11)																																																																																				
20 BILL0008-Retiree Bills and Bank Drafts - 11 A.M. Validation (Remaining WS) with Recap and Changes (PAYRL07/10B)	21 3 pm - Biweekly Payroll Calculation #15-04 BILL0049 BVD2s (PAYRL02) P2PAY Exceptions/ ORP-TRS-OASI Errors (PAYRL10M)/ Student File Error Reports (PAYRL11) HRIS0007 - Print Reports PPRs #15-05 (for ALL but F M N X)	22 INSUR019/13W - 11am INSURW90 Monthly P2PAY (PAYRL03) PAYRL43/44/45/48/49 &transmit ACH/Pos Pay files to Bank	23 3 pm - Monthly Payroll Calculation PAYRL51/52 & Transmit COD to Bank	24 Biweekly Pay Day #15-04 EPP at Noon PAYRL40 PAYRL43/44/45/48/49 &transmit ACH/Pos Pay files to Bank																																																																																				
27 PAYRL51/52 & Transmit COD to Bank	28 PPRs #15-05 (F M N X)	29 ORP/TDA Month-End Runs Tonight - Edit Request due by 4:00 pm	30 MONPAY49	31 BILL0010 - Last Day PrePay Rpt - Current Month BUDGT009/MONLD* INSUR019/13W - 11am INSURW90 INSUR13M - 11am Pre-Val & Early Validation, S.OASI for ACDETVX - (PAYRL05/06/07/11)																																																																																				

B/P/P Production Schedule

11/03/14:

Monthly Pay Day

REQST031 - Early

Validate Remaining
WS (PAYRL07/10B)

November 2014

Monday	Tuesday	Wednesday	Thursday	Friday
3 7 HRIS0011 - EEO Preim Rpt. Check HRIS Web for Run Date BILL0001/MON001 (Scheduler) HRIS0003/4 Get Push Data to Austin INSUR022 - 3 pm INSUR010: Full Census File ML MONPAY/50/51 Monthly Pay Day REQST031 - Early	4 3 pm - Biweekly Payroll Calculation #15-05 HRIS0006-Post Payroll Data PPRs #15-06 (for ALL but F M N X)	5 BILL0004/0006-Requested Bills & PastDue Notices INSUR019/13W - 11am INSURW90 LEVREQ06 PAYRL43/44/45/48/49 &transmit ACH/Pos Pay files to Bank	6 PAYRL51*/52 & Transmit COD to Bank	7 Biweekly Pay Day #15-05 PAYRL40 Upd Fed Bank Routing #'s
10	11 BVD1 - All PPRs #15-06 (F M N X) Veteran's Day: K and O	12 2:00 PM TTVN Meeting BILL0005-Bank Draft Edit Report INSUR019/13W - 11am INSURW90	13	14 HRIS0011 EEO Final Rept Available Pre-Val & Early Validation, S.OASI for ACDETVX - (PAYRL05/06/07/11)
17 BILL0009 - Cancellations RDS010 Surv.RPT REQST031 (Delinq) - Early Validation (Remaining WS) with Recap and Changes (PAYRL07/10B)	18 3 pm - Biweekly Payroll Calculation #15-06 BVD2s (PAYRL02) P2PAY Exceptions/ ORP-TRS-OASI Errors (PAYRL10M)/ Student File Error Reports (PAYRL11) PPRs #15-07 (for ALL but F M N X)	19 BILL0007/015/019 - Retiree Billing Month End - Current Month INSUR019/13W - 11am INSURW90 Monthly P2PAY (PAYRL03) PAYRL43/44/45/48/49 &transmit ACH/Pos Pay files to Bank	20 3 pm - Monthly Payroll Calculation BILL0008-Retiree Bills and Bank Drafts - 11 A.M. PAYRL51*/52 & Transmit COD to Bank	21 BILL0049 Biweekly Pay Day #15-06 EPP at Noon HRIS0007 - Print Reports PAYRL40 PAYRL43/44/45/48/49 &transmit ACH/Pos Pay files to Bank
MONTH-END				
24 PAYRL51*/52 & Transmit COD to Bank PPRs #15-07 (F M N X)	25 ORP/TDA Month-End Runs Tonight - Edit Request due by 4:00 pm	26 BILL0010 - Last Day PrePay Rpt - Current Month BUDGT009/MONL0* INSUR019/13W - 11am INSURW90 INSUR13M - 11am MONPAY/49 PPRs #15-08 (for ALLbut F M N X) Pre-Val & Early Validation, S.OASI for ACDETVX - (PAYRL05/06/07/11)	27 Thanksgiving Day	28 Thanksgiving

Oct 2014						
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B/P/P Production Schedule

December 2014

12/17/14:

Validate Remaining
WS (PAYRL07/10B)

Monday	Tuesday	Wednesday	Thursday	Friday																																																																																				
1 BILL0001/MON0001 (Scheduler) HRIS0003/4-Gel/Push Data to Austin INSUR022 - 3 pm MONPAY50/51 Monthly Pay Day REQST031 - Early Validation (Remaining WS) with Recap and Changes (PAYRL07/10B)	2 3 pm - Biweekly Payroll Calculation #15-07 HRIS0006-Post Payroll Data	3 INSUR019/13W - 11am INSURW90 PAYRL43/44/45/48/49 &transmit ACH/Pos Pay files to Bank	4 PAYR L51/52 & Transmit COD to Bank PPRs #15-09 (forALL but F M N X)	5 BILL0004/0006-Requested Bills & PasDue Notices Biweekly Pay Day #15-07 BVD1 - All LEVREQ06 PAYRL40 PPRs #15-08 (F M N X) Upd Fed Bank Routing #'s																																																																																				
8	9	10 2:00 PM TTVN Meeting BILL0005-Bank Draft Edit Report INSUR019/13W - 11am INSURW90 Pre-Val & Early Validation, S.OASI for ACDETVX - (PAYRL05/06/07/11)	11 PPRs #15-09 (F M N X) Validation (Remaining WS) with Recap and Changes (PAYRL07/10B)	12 3 pm - Biweekly Payroll Calculation #15-08 BVD2s (PAYRL02) P2PAY Exceptions/ ORP-TRS-OASI Errors (PAYRL10M)/ Student File Error Reports (PAYR L11) CALYE Init. this Weekend >>																																																																																				
15 BILL0009 - Cancellations Monthly P2PAY (PAYRL03) PAYRL43/44/45/48/49 &transmit ACH/Pos Pay files to Bank Quarterly FTEs - BUDGT011/14/15/21 & FSYE25* - Noon RDS010 SurvRPT REQST031 (Delinq) - Early	16 3 pm - Monthly Payroll Calculation BILL0007/015/019 - Retiree Billing Month End - Current Month PAYRL51/52 & Transmit COD to Bank Pre-Val & Early Validation, S.OASI for ACDETVX - (PAYRL05/06/07/11) MONTH-END	17 EPP at Noon INSUR019/13W - 11am INSURW90 MONPAY50/51 PAYRL43/44/45/48/49 &transmit ACH/Pos Pay files to Bank Validation (Remaining WS) with Recap and Changes (PAYRL07/10B)	18 3 pm - Biweekly Payroll Calculation #15-09 BILL0008-Retiree Bills and Bank Drafts - 11 A.M. PAYR L51/52 & Transmit COD to Bank Quarterly Tax Reports	19 BILL0049 Biweekly Pay Day #15-08 ORP/TDA Month-End Runs Tonight - Edit Request due by 4:00 pm PAYRL40 PAYRL43/44/45/48/49 &transmit ACH/Pos Pay files to Bank																																																																																				
22 HRIS0007 - Print Reports MONPAY49 PPRs #15-10 (for ALL but F M N X)	23 BILL0010 - Last Day PrePay Rpt - Current Month BUDGT009/MONLD* INSUR019/13W - 11am INSURW90 INSUR13M - 11am Christmas Break for P	24	25	26																																																																																				
29	30	31	Christmas Break: All																																																																																					
Christmas Break: All		Nov 2014 <table><tr><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td><td>S</td></tr><tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr><tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr><tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr><tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr><tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr></table> Jan 2015 <table><tr><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td><td>S</td></tr><tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr><tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr><tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr><tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr><tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td></tr></table>			M	T	W	T	F	S	S						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	M	T	W	T	F	S	S					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
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B/P/P Production Schedule

1/05/15:

REQST031 - Early
Update
Fed Bank Routing
No's

January 2015

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Dec 2014 <table><tr><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td><td>S</td></tr><tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr><tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr><tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr><tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr><tr><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td><td></td></tr></table>			M	T	W	T	F	S	S	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					Feb 2015 <table><tr><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td><td>S</td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr><tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr><tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr><tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr><tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td></td></tr></table>			M	T	W	T	F	S	S							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28		1 BILL0001/MON0001 (Scheduler) Biweekly Pay Day #15-09 Dept'l Role Reports Available Monthly Pay Day New Year Holiday: All	2
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5 7 HRIS0011- Veteran 3/4 Rpt. Check HRIS Web & Schedule Run Date BILL0004/0006- Requested Bills & Past Due Notices HRIS0003 4-Get/Push Data to Austin INSUR022 - 3 pm LEVREQ06 PAYRL40 Quarterly Tax Reports	6 HRIS0006-Post Payroll Data INSUR019/13W - 11am INSURW90 PPRs #15-11 (F M N X)	7	8	9 Pre-Val & Early Validation, S.OASI for ACDETVX - (PAYRL05/06/07/11)																																																																																							
12 Validation (Remaining WS) with Recap and Changes (PAYRL07/10B)	13 3 pm - Biweekly Payroll Calculation #15-10 BVD1 - All PPRs #15-11 (for ALL but F M N X)	14 2:00 PM TTVN Meeting BILL0005-Bank Draft Edit Report INSUR019/13W - 11am INSURW90 PAYRL43/44/45/48/49 &transmit ACH/Pos Pay files to Bank	15 BILL0009 - Cancellations INSURA20 PAYRL51*/52 & Transmit COD to Bank RDS010 Surv.RPT REQST031 (Delinq) - Early	16 Biweekly Pay Day #15-10 PAYRL40																																																																																							
19 Martin Luther King, Jr. Day: All	20 BVD2s (PAYRL02) P2PAY Exceptions/ ORP-TRS-OASI Errors (PAYRL10M)/ Student File Error Reports (PAYRL11) PPRs #15-11 (F M N X)	21 HRIS0007 - Print Reports INSUR019/13W - 11am INSURW90 Monthly P2PAY (PAYRL03)	22 3 pm - Monthly Payroll Calculation BILL0007/015/019 - Retiree Billing Month End - Current Month	23 BILL0008-Retiree Bills and Bank Drafts - 11 A.M. PAYRL43/44/45/48/49 &transmit ACH/Pos Pay files to Bank Pre-Val & Early Validation, S.OASI for ACDETVX - (PAYRL05/06/07/11)																																																																																							
26 BILL0049 PAYRL51*/52 & Transmit COD to Bank Validation (Remaining WS) with Recap and Changes (PAYRL07/10B)	27 3 pm - Biweekly Payroll Calculation #15-11 PPRs #15-12 (for ALL but F M N X)	28 EPP at Noon Open 411 Table for Supplemental Payroll ORPTDA Month-End Runs Tonight - Edit Request due by 4:00 pm PAYRL43/44/45/48/49 &transmit ACH/Pos Pay files to Bank No MONPAY08 MONTH-END	29 MONPAY49 PAYRL51*/52 & Transmit COD to Bank	30 BILL0010 - Last Day PrePay Rpt. - Current Month Biweekly Pay Day #15-11 BUDGT009/MONLO* INSUR019/13W - 11am INSURW90 INSUR13M - 11am PAYRL40 MONPAY08																																																																																							

B/P/P Production Schedule

February 2015

Monday	Tuesday	Wednesday	Thursday	Friday
2 BILL0001/MON0001 (Scheduler) HRIS0003/4-Get/Push Data to Austin INSUR022 - 3 pm Monthly Pay Day REQST031 - Early	3 HRIS0006-Post Payroll Data P2Pay for Supplemental PayCalc (PAYRL08) PPRs #15-12 (F M N X)	4 INSUR019/13W - 11am INSURW90 Supplemental Pay-Calc at Noon	5 BILL0004/0006-Requested Bills & PasDue Notices LEVREQ06	6 Pre-Val & Early Validation, S.OASI for ACDETVX - (PAYRL05/06/07/11) Supplemental Pay Day Upd Fed Bank Routing #s
9 MONPAY50/51 Validation (Remaining WS) with Recap and Changes (PAYRL07/10B)	10 3 pm - Biweekly Payroll Calculation #15-12 BVD1 - All PPRs #15-13 (for ALL but F M N X)	11 2:00 PM TTVN Meeting BILL0005-Bank Draft Edit Report INSUR019/13W - 11am INSURW90 PAYRL43/44/45/48/49 &transmit ACH/Pos Pay files to Bank	12 PAYRL51/52 & Transmit COD to Bank	13 Biweekly Pay Day #15-12 PAYRL40
16 BILL0009 - Cancellations RDS010 Surv.RPT REQST031 (Delinq) - Early	17 BVD2s (PAYRL02) P2PAY Exceptions/ ORP-TRS-OASI Errors (PAYRL10M)/ Student File Error Reports (PAYRL11) PPRs #15-13 (F M N X)	18 INSUR019/13W - 11am INSURW90 Monthly P2PAY (PAYRL03)	19 3 pm - Monthly Payroll Calculation BILL0007/015/019 - Retiree Billing Month End - Current Month	20 BILL0008-Retiree Bills and Bank Drafts - 11 A.M. PAYRL43/44/45/48/49 &transmit ACH/Pos Pay files to Bank Pre-Val & Early Validation, S.OASI for ACDETVX - (PAYRL05/06/07/11)
23 BILL0049 HRIS0007 - Print Reports PAYRL51/52 & Transmit COD to Bank Validation (Remaining WS) with Recap and Changes (PAYRL07/10B)	24 3 pm - Biweekly Payroll Calculation #15-13 PPRs #15-14 (for ALL but F M N X) MONTH-END	25 EPP at Noon Open 411 Table for Supplemental Payroll ORP/TDA Month-End Runs Tonight - Edit Request due by 4:00 pm PAYRL43/44/45/48/49 &transmit ACH/Pos Pay files	26 MONPAY49 PAYRL51/52 & Transmit COD to Bank	27 BILL0010 - Last Day PrePay Rpt - Current Month Biweekly Pay Day #15-13 BUDGT009/MONLD* INSUR019/13W - 11am INSURW90 INSUR13M - 11am PAYRL40

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B/P/P Production Schedule

March 2015

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BILL0001/MON0001 (Scheduler) HRIS0003/4-Get/Push Data to Austin INSUR022 - 3 pm Monthly Pay Day REQST031 - Early	HRIS0006-Post Payroll Data P2Pay for Supplemental PayCalc (PAYRL08) PPRs #15-14 (F M N X)	INSUR019/13W - 11am INSURW90 Supplemental Pay-Calc at Noon	BILL0004/0006-Requested Bills & PastDue Notices LEVREQ06 PPRs #15-15 (forALL but F M N X)	Pre-Val & Early Validation, S.OASI forACDETVX - (PAYRL05/06/07/11) Supplemental Pay Day Upd Fed Bank Routing #s																																										
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BILL0008-Retiree Bills and Bank Drafts - 11 A.M. HRIS0007 - Print Reports Validation (Remaining WS) with Recap and Changes (PAYRL07/10B)	3 pm - Biweekly Payroll Calculation #15-15 BILL0049 BVD2s (PAYRL02) P2Pay Exceptions/ ORP-TRS-OASI Errors (PAYRL10M)/ Student File Error Reports (PAYRL11) PPRs #15-16 (for ALLbut F M N X)	INSUR019/13W - 11am INSURW90 Monthly P2PAY (PAYRL03) Open 411 Table for Supplemental Payroll PAYRL43/44/45/48/49 &transmit ACH/Pos Pay files to Bank	3 pm - Monthly Payroll Calculation PAYRL51/52 & Transmit COD to Bank	Biweekly Pay Day #15-15 EPP at Noon ORP/TDA Month-End Runs Tonight - Edit Request due by 4:00 pm PAYRL40 PAYRL43/44/45/48/49 &transmit ACH/Pos Pay files to Bank																																										
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MONPAY49 PAYRL51/52 & Transmit COD to Bank Quarterly Tax Reports	BILL0010 - Last Day PrePay Rpt - Current Month BUDGT009/MONLND* INSUR019/13W - 11am INSURW90 INSUR13M - 11am P2Pay for Supplemental PayCalc (PAYRL08) PPRs #15-16 (F M N X)	Feb 2015 <table><tr><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th><th>S</th></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr><tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr><tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr><tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr><tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td></td></tr></table>			M	T	W	T	F	S	S							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	
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B/P/P Production Schedule

April 2015

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6 BILL0004/0006-Requested Bills & PastDue Notices LEVREQ06 MONPAY50/51 Validation (Remaining WS) with Recap and Changes (PAYRL07/10B)	7 3 pm - Biweekly Payroll Calculation #15-16 PPRs #15-17 (for ALL but F M N X)	8 2:00 PM TTVN Meeting INSUR019/13W - 11am INSURW90 PAYR L43/44/45/48/49 &transmit ACH/Pos Pay files to Bank	9 PAYR L51/52 & Transmit COD to Bank	10 Biweekly Pay Day #15-16 PAYRL40																																																																																																		
13	14 BVD1 - All PPRs #15-17 (F M N X)	15 BILL0005-Bank Draft Edit Report BILL0009 - Cancellations INSUR019/13W - 11am INSURW90 RDS010 Surv.RPT REQST031 (Delinq) - Early	16	17 BILL0007/015/019 - Retiree Billing Month End - Current Month Pre-Val & Early Validation, S.OASI for ACDETVX - (PAYRL05/06/07/11)																																																																																																		
20 BILL0008-Retiree Bills and Bank Drafts - 11 A.M. Validation (Remaining WS) with Recap and Changes (PAYRL07/10B)	21 3 pm - Biweekly Payroll Calculation #15-17 BILL0049 BVD2s (PAYRL02) P2PAY Exceptions/ ORP-TRS-OASI Errors (PAYRL10M)/ Student File Error Reports (PAYRL11) HRIS0007 - Print Reports PPRs #15-18 (for ALLbut F M N X)	22 INSUR019/13W - 11am INSURW90 Monthly P2PAY (PAYRL03) Open 411 Table for Supplemental Payroll PAYR L43/44/45/48/49 &transmit ACH/Pos Pay files to Bank	23 3 pm - Monthly Payroll Calculation PAYR L51/52 & Transmit COD to Bank	24 Biweekly Pay Day #15-17 EPP at Noon PAYRL40 PAYR L43/44/45/48/49 &transmit ACH/Pos Pay files to Bank																																																																																																		
27 PAYR L51/52 & Transmit COD to Bank	28 ORP/TDA Month-End Runs Tonight - Edit Request due by 4:00 pm P2Pay for Supplemental PayCalc (PAYRL08) PPRs #15-18 (F M N X)	29 MONPAY49 PERS0015 - Drop Dependents Supplemental Pay-Calc at Noon	30 BILL0010 - Last Day PrePay Rpt - Current Month BUDGT009/MONLD* INSUR019/13W - 11am INSURW90 INSUR13M - 11am	MONTH-END																																																																																																		

B/P/P Production Schedule

May 2015

5/01/15:

Update Fed Bank
Routing No's

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4 HRIS0006-Post Payroll Data MONPAY50/51 Validation (Remaining WS) with Recap and Changes (PAYRL07/10B)	5 3 pm - Biweekly Payroll Calculation #15-18 BILL0004/0006-Requested Bills & PastDue Notices INSUR019/13W - 11am INSURW90 LEVREQ06 PPRs #15-19 (for ALL but F M N X)	6 PAYRL43/44/45/48/49 &transmit ACH/Pos Pay files to Bank	7 PAYRL51*/52 & Transmit COD to Bank	8 Biweekly Pay Day #15-18 PAYRL40																																																																																				
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25 Memorial Day: ALL	26 BILL0049 PAYRL51*/52 & Transmit COD to Bank PPRs #15-20 (F M N X)	27 ORP/TDA Month-End Runs Tonight - Edit Request due by 4:00 pm	28 BILL0013 - Delete Billing Invoices MONPAY49	29 BILL0010 - Last Day PrePay Rpt - Current Month BUDGT009/MONLDR* INSUR019/13W - 11am INSURW90 INSUR13M - 11am Pre-Val & Early Validation, S.OASI for ACDET VX - (PAYRL05/06/07/11)																																																																																				

B/P/P Production Schedule

June 2015

Monday	Tuesday	Wednesday	Thursday	Friday																																										
1 BILL0001/MON0001 (Scheduler) HRIS0003 4-Get/Push Data to Austin INSUR022 - 3 pm MONPAY50/51 Monthly Pay Day REQST031 - Early Validation (Remaining WS) with Recap and Changes (PAYRL07/10B)	2 3 pm - Biweekly Payroll Calculation #15-20 HRIS0006-Post Payroll Data PPRs #15-21 (for ALL but F M N X)	3 INSUR019/13W - 11am INSURW90 PAYR L43/44/45/48/49 &transmit ACH/Pos Pay files to Bank	4 PAYR L51*52 & Transmit COD to Bank	5 BILL0004/0006-Requested Bills & PastDue Notices Biweekly Pay Day #15-20 LEVREQ06 PAYRL40 Upd Fed Bank Routing #'s																																										
8	9 PPRs #15-21 (F M N X)	10 2:00 PM TTVN Meeting BILL0005-Bank Draft Edit Report INSUR019/13W - 11am INSURW90	11	12 Pre-Val & Early Validation, S.OASI for ACDETVX - (PAYRL05/06/07/11)																																										
15 BILL0009 - Cancellations RDS010 Surv.RPT REQST031 (Delinq) - Early Validation (Remaining WS) with Recap and Changes (PAYRL07/10B)	16 3 pm - Biweekly Payroll Calculation #15-21 BVD1 - All PPRs #15-22 (for ALL but F M N X)	17 INSUR019/13W - 11am INSURW90 PAYR L43/44/45/48/49 &transmit ACH/Pos Pay files to Bank Quarterly FTEs - BUDGT011/14/15/21 & FISYE25* - Noon	18 PAYR L51*52 & Transmit COD to Bank	19 BILL0007/015/019 - Retiree Billing Month End - Current Month Biweekly Pay Day #15-21 PAYRL40																																										
22 BILL0008-Retiree Bills and Bank Drafts - 11 A.M. HRIS0007 - Print Reports	23 BILL0049 BVD2s (PAYRL02) P2PAY Exceptions/ ORP-TRS-OASI Errors (PAYRL10M)/ Student File Error Reports (PAYRL11) PPRs #15-22 (F M N X)	24 INSUR019/13W - 11am INSURW90 Monthly P2PAY (PAYRL03)	25 3 pm - Monthly Payroll Calculation MONTH-END	26 EPP at Noon ORP/TDA Month-End Runs Tonight - Edit Request due by 4:00 pm PAYRL43/44/45/48/49 &transmit ACH/Pos Pay files to Bank Pre-Val & Early Validation, S.OASI for ACDETVX - (PAYRL05/06/07/11)																																										
29 MONPAY49 MONPAY50/51 PAYR L51*52 & Transmit COD to Bank Quarterly Tax Reports Validation (Remaining WS) with Recap and Changes (PAYRL07/10B)	30 3 pm - Biweekly Payroll Calculation #15-22 BILL0010 - Last Day PrePay Rpt - Current Month BUDGT009/MONLDP INSUR019/13W - 11am INSURW90 INSUR13M - 11am PPRs #15-23 (for ALL but F M N X)	May 2015 <table><tr><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th><th>S</th></tr><tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr><tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr><tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr><tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr><tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td></tr></table>			M	T	W	T	F	S	S					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
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B/P/P Production Schedule

July 2015

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6 BILL0004/0006-Requested Bills & PastDue Notices LEVREQ06	7 PPRs #15-23 (F M N X)	8 2:00 PM TTVN Meeting INSUR019/13W - 11am INSURW90	9	10 Pre-Val & Early Validation, S.OASI for ACDET/VX - (PAYRL05/06/07/11)																																																																																											
13 Validation (Remaining WS) with Recap and Changes (PAYRL07/10B)	14 3 pm - Biweekly Payroll Calculation #15-23 BVD1 - All PPRs #15-24 (for ALL but F M N X)	15 BILL0005-Bank Draft Edit Report BILL0009 - Cancellations INSUR019/13W - 11am INSURW90 PAYRL43/44/45/48/49 &transmit ACH/Pos Pay files to Bank RDS010 SurvRPT REQST031 (Delinq) - Early	16 PAYRL51*/52 & Transmit COD to Bank	17 BILL0007/015/019 - Retiree Billing Month End - Current Month Biweekly Pay Day #15-23 PAYRL40																																																																																											
20 BILL0008-Retiree Bills and Bank Drafts - 11 A.M.	21 BILL0049 BVD2s (PAYRL02) P2PAY Exceptions/ ORP-TRS-OASI Errors (PAYRL10M)/ Student File Error Reports (PAYRL11) HRIS0007 - Print Reports PPRs #15-24 (F M N X)	22 INSUR019/13W - 11am INSURW90 Monthly P2PAY (PAYRL03)	23 3 pm - Monthly Payroll Calculation	24 PAYRL43/44/45/48/49 &transmit ACH/Pos Pay files to Bank Pre-Val & Early Validation, S.OASI for ACDET/VX - (PAYRL05/06/07/11)																																																																																											
27 PAYRL51*/52 & Transmit COD to Bank Validation (Remaining WS) with Recap and Changes (PAYRL07/10B)	28 3 pm - Biweekly Payroll Calculation #15-24 PPRs #15-25 (for ALL but F M N X) MONTH-END	29 EPP at Noon Open 411 Table for Supplemental Payroll ORP/TDA Month-End Runs Tonight - Edit Request due by 4:00 pm PAYRL43/44/45/48/49 &transmit ACH/Pos Pay files	30 MONPAY49 PAYRL51*/52 & Transmit COD to Bank	31 BILL0010 - Last Day PrePay Rpt - Current Month Biweekly Pay Day #15-24 BUDGT009/MONLD* INSUR019/13W-11am INSURW90 INSUR13M - 11am PAYRL40																																																																																											

B/P/P Production Schedule

August 2015

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3 BILL0001/MON0001 (Scheduler) HRIS0003/4-Get/Push Data to Austin INSUR022 - 3 pm Monthly Pay Day REQST031 - Early	4 HRIS0006-Post Payroll Data P2Pay for Supplemental PayCalc (PAY RL08) PPRs #15-25 (F M N X) TimeTraq - Create Timesheets for BW #27	5 BILL0004/0006-Requested Bills & PastDue Notices INSUR019/13W - 11am INSURW90 LEVREQ06 Supplemental Pay-Calc at Noon	6 PPRs #15-26 (for ALL but F M N X) TimeTraq - Setup new FY	7 BVD1 - All Pre-Val & Early Validation, S.OASI forACDETVX - (PAYRL05/06/07/11) Supplemental Pay Day Upd Fed Bank Routing #'s																																																																																				
10 MONPAY50/51 Validation (Remaining WS) with Recap and Changes (PAYRL07/10B)	11 3 pm - Biweekly Payroll Calculation #15-25 PPRs #15-27 (for ALL but F M N X)	12 2:00 PM TTVN Meeting BILL0005-Bank Draft Edit Report PAYRL43/44/45/48/49 &transmit ACH/Pos Pay files to Bank	13 PAYR L51/52 & Transmit COD to Bank PPRs #15-26 (F M N X)	14 Biweekly Pay Day #15-25 BVD2s (PAYRL02) P2PAY Exceptions/ ORP-TRS-OASI Errors (PAYRL10M)/ Student File Error Reports (PAYR L11) PAYRL40																																																																																				
17 BILL0009 - Cancellations Monthly P2PAY (PAYRL03) RDS010 Surv.RPT REQST031 (Delinq) - Early	18 3 pm - Monthly Payroll Calculation PPRs #15-27 (F M N X) Pre-Val & Early Validation, S.OASI for ACDETVX - (PAYRL05/06/07/11)	19 BILL0007 - Retiree Billing Month End - Current Month PAYRL43/44/45/48/49 &transmit ACH/Pos Pay files to Bank Validation (Remaining WS) with Recap and Changes (PAYRL07/10B)	20 3 pm - Biweekly Payroll Calculation #15-26 PAYRL51/52 & Transmit COD to Bank	21 HRIS0007 - Print Reports PAYRL43/44/45/48/49 &transmit ACH/Pos Pay files to Bank Pre-Val & Early Validation, S.OASI for ACDETVX - (PAYRL05/06/07/11)																																																																																				
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31 BILL0010 - Last Day PrePay Rpt - Current Month BUDGT009/MONLD*	MONTH-END Jul 2015 <table><tr><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th><th>S</th></tr><tr><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr><tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr><tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr><tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr><tr><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td></tr></table> Sep 2015 <table><tr><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th><th>S</th></tr><tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr><tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr><tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr><tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr><tr><td>28</td><td>29</td><td>30</td><td></td><td></td><td></td><td></td></tr></table>				M	T	W	T	F	S	S			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			M	T	W	T	F	S	S		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30				
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