

# S E A Production Schedule

# January 2018

Monday	Tuesday	Wednesday	Thursday	Friday																																																																																																	
1	2 <div style="border: 1px solid green; padding: 2px; margin-bottom: 2px;">#18-09: Biweekly Retro Pay Complete</div> <div style="background-color: #e6b89c; padding: 2px; margin-bottom: 2px;">HRIS0003/4 - Print Reports</div> <div style="background-color: #2e8b57; color: white; padding: 2px;">Monthly Pay Day</div> <div style="background-color: #800000; color: white; padding: 2px; margin-top: 5px;">Holiday for: K, T (Only)</div>	3 <div style="border: 1px solid green; padding: 2px; margin-bottom: 2px;">#18-09: BW Payroll</div> <div style="border: 1px solid green; padding: 2px; margin-bottom: 2px;">-Operational Review -Recalculation -Outbound Iterations -Settlement</div> <div style="background-color: #e6b89c; padding: 2px;">HRIS0006 - Print Reports</div>	4	5 <div style="background-color: #2e8b57; color: white; padding: 2px;">Biweekly Pay Day #18 - 09</div>																																																																																																	
8	9	10 <div style="background-color: #333; color: white; padding: 2px;">BPP Monthly WebEx meeting - 2:00 pm</div>	11	12 <div style="border: 1px solid green; padding: 2px; margin-bottom: 2px;">#18-10: Initiate Biweekly Pay Cycle</div> <div style="border: 1px solid green; padding: 2px;">- Inbound Integration - Input Review - Retro Pay Calculation</div>																																																																																																	
15	16 <div style="border: 1px solid green; padding: 2px; margin-bottom: 2px;">#18-10: Biweekly Retro Pay Complete</div>	17 <div style="border: 1px solid green; padding: 2px; margin-bottom: 2px;">#18-10: BW Payroll</div> <div style="border: 1px solid green; padding: 2px;">-Operational Review -Recalculation -Outbound Iterations -Settlement</div>	18	19 <div style="background-color: #2e8b57; color: white; padding: 2px;">Biweekly Pay Day #18 - 10</div>																																																																																																	
22 <div style="background-color: #e6b89c; padding: 2px; margin-bottom: 2px;">HRIS0007 - Print Reports</div> <div style="border: 1px solid green; padding: 2px;">Initiate Monthly Pay Cycle - Inbound Integration - Input Review - Retro Pay Calculation</div>	23	24 <div style="border: 1px solid green; padding: 2px;">Monthly Retro Pay Complete</div>	25 <div style="border: 1px solid green; padding: 2px;">Monthly Payroll</div> <div style="border: 1px solid green; padding: 2px;">- Operational Review - Recalculation - Settlement Run - Outbound Integrations</div>	26																																																																																																	
29 <div style="border: 1px solid green; padding: 2px; margin-bottom: 2px;">#18-11: Initiate Biweekly Pay Cycle</div> <div style="border: 1px solid green; padding: 2px;">- Inbound Integration - Input Review - Retro Pay Calculation</div>	30 <div style="border: 1px solid green; padding: 2px; margin-bottom: 2px;">#18-11: Biweekly Retro Pay Complete</div>	31 <div style="border: 1px solid green; padding: 2px; margin-bottom: 2px;">#18-11: BW Payroll</div> <div style="border: 1px solid green; padding: 2px;">-Operational Review -Recalculation -Outbound Iterations -Settlement</div>	<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <table style="width: 100%; border-collapse: collapse; font-size: 8px;"> <tr><th colspan="7">Dec 2017</th></tr> <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></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> </div> <div style="border: 1px solid #ccc; padding: 5px;"> <table style="width: 100%; border-collapse: collapse; font-size: 8px;"> <tr><th colspan="7">Feb 2018</th></tr> <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></td><td></td><td></td><td></td></tr> </table> </div>	Dec 2017							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 2018							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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30 <div style="background-color: cyan; padding: 2px;">A.E. (Loren) Load Plan, etc. into I-Benefits</div>	<div style="border: 1px solid red; padding: 5px;"> <table style="margin: auto; border-collapse: collapse;"> <thead> <tr><th colspan="7">Mar 2018</th></tr> <tr><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th><th>S</th></tr> </thead> <tbody> <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> </tbody> </table> </div>		Mar 2018							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		<div style="border: 1px solid red; padding: 5px;"> <table style="margin: auto; border-collapse: collapse;"> <thead> <tr><th colspan="7">May 2018</th></tr> <tr><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th><th>S</th></tr> </thead> <tbody> <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>31</td><td></td><td></td><td></td></tr> </tbody> </table> </div>		May 2018							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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# S E A Production Schedule

# May 2018

Monday	Tuesday	Wednesday	Thursday	Friday
<div style="border: 1px solid red; padding: 5px; margin-bottom: 10px;">                     Apr 2018                      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                 </div>	1 <div style="background-color: green; color: white; padding: 2px; text-align: center;">Monthly Pay Day</div>	2	3	4 <div style="border: 1px solid green; padding: 2px; margin-top: 10px;">                         #18-18: Initiate Biweekly Pay Cycle                          - Inbound Integration                          - Input Review                          - Retro Pay Calculation                     </div> <div style="background-color: yellow; padding: 2px; margin-top: 2px;">                         Upd Fed Bank Routing #'s                     </div>
7	8 <div style="border: 1px solid green; padding: 2px; margin-top: 10px;">                         #18-18: BW (Production):                          Schedule Midnight Run of BW                          Calc for On-Cycle Payments                     </div> <div style="border: 1px solid green; padding: 2px; margin-top: 2px;">                         #18-18: BW (Workstations):                          Review Pay Calc &amp; Complete                          Retro Pay Results; Review                          Payroll Reports                     </div> <div style="background-color: black; color: white; padding: 2px; margin-top: 2px;">                         BPP Monthly WebEx meeting -                          2:00 pm                     </div>	9 <div style="border: 1px solid green; padding: 2px; margin-top: 10px;">                         #18-18: BW (Production):                          Recalculate payroll - Run                          Pay Complete -                          Settlement                     </div> <div style="border: 1px solid green; padding: 2px; margin-top: 2px;">                         #18-18: BW                          (Workstations): Confirm                          Payroll Completion before                          9 AM                     </div>	10	11 <div style="background-color: green; color: white; padding: 2px; text-align: center;">                         Biweekly Pay Day #18 -                          18                     </div>
14	15	16	17 <div style="border: 1px solid black; padding: 2px; margin-top: 10px;">                         Initiate Monthly Pay Cycle                          - Inbound Integration -                          Input Review - Retro Pay                          Calculation                     </div>	18 <div style="border: 1px solid green; padding: 2px; margin-top: 10px;">                         #18-19: Initiate Biweekly                          Pay Cycle - Inbound                          Integration - Input Review                          - Retro Pay Calculation                     </div>
21 <div style="background-color: orange; padding: 2px; margin-top: 10px;">                         HRIS0007 - Print Reports                     </div>	22 <div style="border: 1px solid green; padding: 2px; margin-top: 10px;">                         #18-19: BW (Production):                          Schedule Midnight Run of                          BW Calc for On-Cycle                          Payments                     </div> <div style="border: 1px solid green; padding: 2px; margin-top: 2px;">                         #18-19: BW (Workstations):                          Review Pay Calc &amp;                          Complete Retro Pay                          Results; Review Payroll                          Reports                     </div>	23 <div style="border: 1px solid green; padding: 2px; margin-top: 10px;">                         #18-19: BW (Production): Recalculate                          payroll - Run Pay Complete - Settlement                     </div> <div style="border: 1px solid green; padding: 2px; margin-top: 2px;">                         #18-19: BW (Workstations): Confirm                          Payroll Completion before 9 AM                     </div> <div style="border: 1px solid green; padding: 2px; margin-top: 2px;">                         Monthly (Production): Schedule                          Midnight Run of Monthly Calc for                          On-Cycle Payments                     </div> <div style="border: 1px solid green; padding: 2px; margin-top: 2px;">                         Monthly (Workstations): Review Pay                          Calc &amp; Complete Retro Pay Results;                          Review Payroll Reports                     </div>	24 <div style="border: 1px solid green; padding: 2px; margin-top: 10px;">                         Monthly                          (Workstations): Confirm                          Payroll Completion                          before 9 AM                     </div> <div style="border: 1px solid green; padding: 2px; margin-top: 2px;">                         Monthly Payroll                          (Production): Recalculate                          Payroll - Run Pay                          Complete - Settlement                     </div>	25 <div style="background-color: green; color: white; padding: 2px; text-align: center;">                         Biweekly Pay Day #18 -                          19                     </div>
28 <div style="background-color: darkred; color: white; padding: 2px; margin-top: 10px;">                         Memorial Day                     </div>	29	30	31	<div style="border: 1px solid red; padding: 5px; margin-top: 10px;">                     Jun 2018                      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                 </div>

# S E A Production Schedule

# June 2018

Monday	Tuesday	Wednesday	Thursday	Friday																																																																																																									
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Third Quarter Veteran Workforce Summary Reports Available	<b>#18-21: BW (Production):</b> Schedule Midnight Run of BW Calc for On-Cycle Payments  <b>#18-21: BW (Workstations):</b> Review Pay Calc & Complete Retro Pay Results; Review Payroll Reports  Initiate Monthly Pay Cycle - Inbound Integration - Input Review - Retro Pay Calculation	<b>#18-21: BW (Production):</b> Recalculate payroll - Run Pay Complete - Settlement  <b>#18-21: BW (Workstations):</b> Confirm Payroll Completion before 9 AM	HRIS0007 - Print Reports	Biweekly Pay Day #18 - 21																																																																																																									
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# S E A Production Schedule

# July 2018

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2 <div style="border: 1px solid green; padding: 2px; margin-bottom: 5px;">#18-22: BW (Production): Schedule Midnight Run of BW Calc for On-Cycle Payments</div> <div style="border: 1px solid green; padding: 2px; margin-bottom: 5px;">#18-22: BW (Workstations): Review Pay Calc &amp; Complete Retro Pay Results; Review Payroll Reports</div> <div style="border: 1px solid green; padding: 2px; margin-bottom: 5px;">Monthly Pay Day</div>	3 <div style="border: 1px solid green; padding: 2px; margin-bottom: 5px;">#18-22: BW (Production): Recalculate payroll - Run Pay Complete - Settlement</div> <div style="border: 1px solid green; padding: 2px; margin-bottom: 5px;">#18-22: BW (Workstations): Confirm Payroll Completion before 9 AM</div>	4 <div style="background-color: #800000; color: white; text-align: center; padding: 5px; margin-top: 10px;">Independence Day</div>	5	6 <div style="border: 1px solid green; padding: 2px; margin-bottom: 5px;">Biweekly Pay Day #18 - 22</div> <div style="border: 1px solid yellow; padding: 2px; margin-bottom: 5px;">Upd Fed Bank Routing #'s</div>																																																																																			
9	10 <div style="background-color: #333; color: white; text-align: center; padding: 5px; margin-top: 10px;">BPP Monthly WebEx meeting - 2:00 pm</div>	11	12	13 <div style="border: 1px solid green; padding: 2px; margin-top: 10px;">#18-23: Initiate Biweekly Pay Cycle - Inbound Integration - Input Review - Retro Pay Calculation</div>																																																																																			
16	17 <div style="border: 1px solid green; padding: 2px; margin-bottom: 5px;">#18-23: BW (Production): Schedule Midnight Run of BW Calc for On-Cycle Payments</div> <div style="border: 1px solid green; padding: 2px; margin-bottom: 5px;">#18-23: BW (Workstations): Review Pay Calc &amp; Complete Retro Pay Results; Review Payroll Reports</div>	18 <div style="border: 1px solid green; padding: 2px; margin-bottom: 5px;">#18-23: BW (Production): Recalculate payroll - Run Pay Complete - Settlement</div> <div style="border: 1px solid green; padding: 2px; margin-bottom: 5px;">#18-23: BW (Workstations): Confirm Payroll Completion before 9 AM</div>	19 <div style="border: 1px solid black; padding: 2px; margin-top: 10px;">Initiate Monthly Pay Cycle - Inbound Integration - Input Review - Retro Pay Calculation</div>	20 <div style="border: 1px solid green; padding: 2px; margin-top: 10px;">Biweekly Pay Day #18 - 23</div>																																																																																			
23 <div style="border: 1px solid orange; padding: 2px; margin-top: 10px;">HRIS0007 - Print Reports</div>	24	25 <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">Monthly (Production): Schedule Midnight Run of Monthly Calc for On-Cycle Payments</div> <div style="border: 1px solid green; padding: 2px; margin-bottom: 5px;">Monthly (Workstations): Review Pay Calc &amp; Complete Retro Pay Results; Review Payroll Reports</div>	26 <div style="border: 1px solid green; padding: 2px; margin-bottom: 5px;">Monthly (Workstations): Confirm Payroll Completion before 9 AM</div> <div style="border: 1px solid green; padding: 2px; margin-bottom: 5px;">Monthly Payroll (Production): Recalculate Payroll - Run Pay Complete - Settlement</div>	27 <div style="border: 1px solid green; padding: 2px; margin-top: 10px;">#18-24: Initiate Biweekly Pay Cycle - Inbound Integration - Input Review - Retro Pay Calculation</div>																																																																																			
30	31 <div style="border: 1px solid green; padding: 2px; margin-bottom: 5px;">#18-24: BW (Production): Schedule Midnight Run of BW Calc for On-Cycle Payments</div> <div style="border: 1px solid green; padding: 2px; margin-bottom: 5px;">#18-24: BW (Workstations): Review Pay Calc &amp; Complete Retro Pay Results; Review Payroll Reports</div>	<div style="border: 1px solid red; padding: 5px; margin-bottom: 5px;"> <p style="text-align: center; margin: 0;">Jun 2018</p> <table style="width: 100%; border-collapse: collapse; font-size: small;"> <tr> <th style="width: 12.5%;">M</th> <th style="width: 12.5%;">T</th> <th style="width: 12.5%;">W</th> <th style="width: 12.5%;">T</th> <th style="width: 12.5%;">F</th> <th style="width: 12.5%;">S</th> <th style="width: 12.5%;">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></td> </tr> </table> </div> <div style="border: 1px solid red; padding: 5px;"> <p style="text-align: center; margin: 0;">Aug 2018</p> <table style="width: 100%; border-collapse: collapse; font-size: small;"> <tr> <th style="width: 12.5%;">M</th> <th style="width: 12.5%;">T</th> <th style="width: 12.5%;">W</th> <th style="width: 12.5%;">T</th> <th style="width: 12.5%;">F</th> <th style="width: 12.5%;">S</th> <th style="width: 12.5%;">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> </div>		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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# August 2018

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				<div style="border: 1px solid green; padding: 2px; font-size: small;"> <b>#18-25: Initiate Biweekly                      Pay Cycle</b>                      - Inbound Integration                      - Input Review                      - Retro Pay Calculation                 </div>																																																																																											
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	<div style="border: 1px solid green; padding: 2px; font-size: small;"> <b>#18-25: BW (Production):</b>                      Schedule Midnight Run of BW                      Calc for On-Cycle Payments                 </div> <div style="border: 1px solid green; padding: 2px; font-size: small;"> <b>#18-25: BW (Workstations):</b>                      Review Pay Calc &amp; Complete                      Retro Pay Results; Review                      Payroll Reports                 </div> <div style="background-color: black; color: white; padding: 2px; font-size: x-small;">                     BPP Monthly WebEx meeting -                      2:00 pm                 </div>	<div style="border: 1px solid green; padding: 2px; font-size: small;"> <b>#18-25: BW (Production):</b>                      Recalculate payroll - Run                      Pay Complete -                      Settlement                 </div> <div style="border: 1px solid green; padding: 2px; font-size: small;"> <b>#18-25: BW                      (Workstations): Confirm                      Payroll Completion before                      9 AM</b> </div>	<div style="border: 1px solid black; padding: 2px; font-size: small;">                     Initiate Monthly Pay Cycle                      - Inbound Integration -                      Input Review - Retro Pay                      Calculation                 </div>	<div style="border: 1px solid green; padding: 2px; font-size: small;">                     Biweekly Pay Day #18 -                      25                 </div>																																																																																											
20	21	22	23	24																																																																																											
	<div style="background-color: orange; padding: 2px; font-size: x-small;">                     HRIS0007 - Print Reports                 </div>	<div style="border: 1px solid black; padding: 2px; font-size: small;"> <b>Monthly (Production):</b>                      Schedule Midnight Run                      of Monthly Calc for                      On-Cycle Payments                 </div> <div style="border: 1px solid black; padding: 2px; font-size: small;"> <b>Monthly                      (Workstations): Review                      Pay Calc &amp; Complete                      Retro Pay Results;                      Review Payroll Reports</b> </div>	<div style="border: 1px solid green; padding: 2px; font-size: small;"> <b>Monthly                      (Workstations): Confirm                      Payroll Completion                      before 9 AM</b> </div> <div style="border: 1px solid black; padding: 2px; font-size: small;"> <b>Monthly Payroll                      (Production): Recalculate                      Payroll - Run Pay                      Complete - Settlement</b> </div>	<div style="border: 1px solid green; padding: 2px; font-size: small;"> <b>#18-26: Initiate Biweekly                      Pay Cycle</b>                      - Inbound Integration                      - Input Review                      - Retro Pay Calculation                 </div>																																																																																											
27	28	29	30	31																																																																																											
	<div style="border: 1px solid green; padding: 2px; font-size: small;"> <b>#18-26: BW (Production):</b>                      Schedule Midnight Run of                      BW Calc for On-Cycle                      Payments                 </div> <div style="border: 1px solid green; padding: 2px; font-size: small;"> <b>#18-26: BW (Workstations):</b>                      Review Pay Calc &amp;                      Complete Retro Pay                      Results; Review Payroll                      Reports                 </div>	<div style="border: 1px solid green; padding: 2px; font-size: small;"> <b>#18-26: BW (Production):</b>                      Recalculate payroll - Run Pay                      Complete - Settlement                 </div> <div style="border: 1px solid green; padding: 2px; font-size: small;"> <b>#18-26: BW (Workstations):</b>                      Confirm Payroll Completion                      before 9 AM                 </div> <div style="background-color: orange; padding: 2px; font-size: x-small;">                     Check with HRIS for EFT1/2/3                      Due Dates: HRISFY10/20/30                 </div>		<div style="border: 1px solid green; padding: 2px; font-size: small;">                     Biweekly Pay Day #18 -                      26                 </div>																																																																																											