

Workday 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: #e67e22; 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;">New Year Holiday: All</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;">-Operational Review -Recalculation -Outbound Iterations -Settlement</div> <div style="background-color: #e67e22; padding: 2px; margin-top: 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>																																																																																			
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22 <div style="background-color: #e67e22; 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																																																																																			
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Workday Production Schedule

February 2018

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font-size: 2em; font-weight: bold; margin-bottom: 10px;">1</div> <div style="background-color: #2e7d32; color: white; padding: 5px; text-align: center;">Monthly Pay Day</div>	<div style="text-align: right; font-size: 2em; font-weight: bold; margin-bottom: 10px;">2</div> <div style="background-color: #2e7d32; color: white; padding: 5px; text-align: center;">Biweekly Pay Day #18 - 11</div> <div style="background-color: #ffc107; padding: 2px; text-align: center; font-size: small;">Upd Fed Bank Routing #'s</div>	<div style="text-align: right; font-size: 2em; font-weight: bold; margin-bottom: 10px;">5</div>	<div style="text-align: right; font-size: 2em; font-weight: bold; margin-bottom: 10px;">6</div>	<div style="text-align: right; font-size: 2em; font-weight: bold; margin-bottom: 10px;">7</div>	<div style="text-align: right; font-size: 2em; font-weight: bold; margin-bottom: 10px;">8</div>	<div style="text-align: right; font-size: 2em; font-weight: bold; margin-bottom: 10px;">9</div> <div style="border: 1px solid green; padding: 5px; font-size: small;"> <p>#18-12: Initiate Biweekly Pay Cycle</p> <ul style="list-style-type: none"> - Inbound Integration - Input Review - Retro Pay Calculation </div>	<div style="text-align: right; font-size: 2em; font-weight: bold; margin-bottom: 10px;">12</div>	<div style="text-align: right; font-size: 2em; font-weight: bold; margin-bottom: 10px;">13</div> <div style="border: 1px solid green; padding: 5px; font-size: small;"> <p>#18-12: Biweekly Retro Pay Complete</p> </div>	<div style="text-align: right; font-size: 2em; font-weight: bold; margin-bottom: 10px;">14</div> <div style="border: 1px solid green; padding: 5px; font-size: small;"> <p>#18-12: BW Payroll</p> <ul style="list-style-type: none"> -Operational Review -Recalculation -Outbound Iterations -Settlement </div>	<div style="text-align: right; font-size: 2em; font-weight: bold; margin-bottom: 10px;">15</div> <div style="border: 1px solid black; padding: 5px; font-size: small;"> <p>Initiate Monthly Pay Cycle</p> <ul style="list-style-type: none"> - Inbound Integration - Input Review - Retro Pay Calculation </div>	<div style="text-align: right; font-size: 2em; font-weight: bold; margin-bottom: 10px;">16</div> <div style="background-color: #2e7d32; color: white; padding: 5px; text-align: center;">Biweekly Pay Day #18 - 12</div>	<div style="text-align: right; font-size: 2em; font-weight: bold; margin-bottom: 10px;">19</div> <div style="background-color: #c00000; color: white; padding: 2px; font-size: small; margin-top: 20px;">President's Day for: V</div>	<div style="text-align: right; font-size: 2em; font-weight: bold; margin-bottom: 10px;">20</div>	<div style="text-align: right; font-size: 2em; font-weight: bold; margin-bottom: 10px;">21</div> <div style="background-color: #c00000; color: white; padding: 2px; font-size: small; margin-bottom: 5px;">HRIS0007 - Print Reports</div> <div style="border: 1px solid black; padding: 5px; font-size: small;"> <p>Monthly Retro Pay Complete</p> </div>	<div style="text-align: right; font-size: 2em; font-weight: bold; margin-bottom: 10px;">22</div> <div style="border: 1px solid black; padding: 5px; 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April 2018

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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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Workday Production Schedule

May 2018

Monday	Tuesday	Wednesday	Thursday	Friday
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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 & 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 & 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>

Workday Production Schedule

June 2018

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Workday Production Schedule

July 2018

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August 2018

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<div style="border: 1px solid red; padding: 5px; margin-bottom: 10px;"> <p style="text-align: center; margin: 0;">Jul 2018</p> <table style="width: 100%; border-collapse: collapse; font-size: 8px;"> <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 style="text-align: right;">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>29</td></tr> <tr><td>30</td><td>31</td><td></td><td></td><td></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	31						<div style="border: 1px solid red; padding: 5px; margin-bottom: 10px;"> <p style="text-align: center; margin: 0;">Sep 2018</p> <table style="width: 100%; border-collapse: collapse; font-size: 8px;"> <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 style="text-align: right;">1</td><td style="text-align: right;">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> </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	<p style="text-align: right; font-size: 24px; margin: 0;">1</p> <div style="border: 1px solid green; padding: 2px; margin-bottom: 5px; font-size: 8px;"> #18-24: BW (Production): Recalculate payroll - Run Pay Complete - Settlement </div> <div style="border: 1px solid green; padding: 2px; margin-bottom: 5px; font-size: 8px;"> #18-24: BW (Workstations): Confirm Payroll Completion before 9 AM </div> <div style="border: 1px solid green; padding: 2px; font-size: 8px; text-align: center;"> Monthly Pay Day </div>	<p style="text-align: right; font-size: 24px; margin: 0;">2</p>	<p style="text-align: right; font-size: 24px; margin: 0;">3</p> <div style="border: 1px solid green; padding: 2px; margin-bottom: 5px; font-size: 8px;"> Biweekly Pay Day #18 - 24 </div> <div style="border: 1px solid yellow; padding: 2px; font-size: 8px;"> Upd Fed Bank Routing #'s </div>
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	#18-25: BW (Production): Schedule Midnight Run of BW Calc for On-Cycle Payments	#18-25: BW (Production): Recalculate payroll - Run Pay Complete - Settlement	Initiate Monthly Pay Cycle - Inbound Integration - Input Review - Retro Pay Calculation	Biweekly Pay Day #18 - 25																																																																																											
	#18-25: BW (Workstations): Review Pay Calc & Complete Retro Pay Results; Review Payroll Reports	#18-25: BW (Workstations): Confirm Payroll Completion before 9 AM																																																																																													
	BPP Monthly WebEx meeting - 2:00 pm																																																																																														
20	21	22	23	24																																																																																											
	HRIS0007 - Print Reports	Monthly (Production): Schedule Midnight Run of Monthly Calc for On-Cycle Payments	Monthly (Workstations): Confirm Payroll Completion before 9 AM	#18-26: Initiate Biweekly Pay Cycle - Inbound Integration - Input Review - Retro Pay Calculation																																																																																											
		Monthly (Workstations): Review Pay Calc & Complete Retro Pay Results; Review Payroll Reports	Monthly Payroll (Production): Recalculate Payroll - Run Pay Complete - Settlement																																																																																												
27	28	29	30	31																																																																																											
	#18-26: BW (Production): Schedule Midnight Run of BW Calc for On-Cycle Payments	#18-26: BW (Production): Recalculate payroll - Run Pay Complete - Settlement		Biweekly Pay Day #18 - 26																																																																																											
	#18-26: BW (Workstations): Review Pay Calc & Complete Retro Pay Results; Review Payroll Reports	#18-26: BW (Workstations): Confirm Payroll Completion before 9 AM																																																																																													
		Check with HRIS for EFT1/2/3 Due Dates: HRISFY10/20/30																																																																																													