

B/P/P Production Schedule

September 2017

Monday	Tuesday	Wednesday	Thursday	Friday																																																																																											
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<div style="border: 1px solid black; padding: 2px; margin-bottom: 2px;">INSUR022</div> <div style="background-color: #800000; color: white; padding: 2px; margin-bottom: 2px;">Labor Day for: I, J, K, N, O, P, R, T, V, W</div> <div style="padding: 2px; margin-bottom: 2px;">Review HRIS Website for: HRIS-Annual Statewide Hiring Practices HRIS EEO Reports Veterans Workforce Summary Reports</div>	<div style="background-color: #FF8C00; padding: 2px; margin-bottom: 2px;">HRIS0003/4-Get/Push Data to Austin</div> <div style="background-color: #800080; color: white; padding: 2px; margin-bottom: 2px;">LEVREQ06</div>	<div style="background-color: #FF8C00; padding: 2px; margin-bottom: 2px;">HRIS - EFT #1</div> <div style="background-color: #FF8C00; padding: 2px; margin-bottom: 2px;">HRIS0006-Post Payroll Data</div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 2px;">NSUR019/13W/INSURW90</div> <div style="background-color: #ADD8E6; padding: 2px; margin-bottom: 2px;">PABILW01- COBRA / Billing Updates</div> <div style="background-color: #008000; padding: 2px; margin-bottom: 2px;">PPRs #18-01 (for F M N X)</div>		<div style="background-color: #008000; padding: 2px; margin-bottom: 2px;">Fund Switch Summary (PAYRL14B)</div> <div style="background-color: #008000; padding: 2px; margin-bottom: 2px;">Biweekly Pay Day #17-27</div> <div style="background-color: #FF8C00; padding: 2px; margin-bottom: 2px;">HRIS - EFT #2</div> <div style="background-color: #008000; padding: 2px; margin-bottom: 2px;">PAYRL40</div>																																																																																											
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<p>6</p> <p>Payroll Validation (PAYRL05/06/07/10B/11)</p> <p>LEVREQ06</p> <p>PPRs #18-06 (No_F,M,N,X)</p>	<p>7</p> <p>(1st) Noon P-to-Pay Report with Recaps</p> <p>2:00 pm P-to-Pay No Recaps</p> <p>4:00 pm P-to-Pay No Recaps</p> <p>MONPAY50</p>	<p>8</p> <p>9 am - Biweekly Payroll Calculation #18 - 05</p> <p>BPP Monthly WebEx meeting - 2:00 pm</p> <p>R019/13W/INSURW90/INSI</p> <p>PABILW01- COBRA / Billing Updates</p>	<p>9</p>	<p>10</p> <p>Biweekly Pay Day #18 - 05</p> <p>BVD1 - All</p> <p>PAYRL40</p> <p>Veteran's Day: K, V</p>																																																																																												
<p>13</p> <p>PPRs #18-06 (for F M N X)</p>	<p>14</p> <p>PABILM01- MO Billing Updates/Reporting</p>	<p>15</p> <p>Fund Switch Summary (PAYRL14B)</p> <p>HRIS0011 EEO Final Rept Available</p> <p>INSUR019/13W/INSURW90/INSFTP88</p> <p>PABILW01- COBRA / Billing Updates</p> <p>RDS010 Surv.RPT</p> <p>REQST031 (Delinq) - Early</p>	<p>16</p> <p>Payroll Validation (PAYRL05/06/07/10B/11)</p>	<p>17</p> <p>(1st) Noon P-to-Pay Report with Recaps</p> <p>2:00 pm P-to-Pay No Recaps</p> <p>4:00 pm P-to-Pay No Recaps</p> <p>BVD2s (PAYRL02) P2PAY Exceptions/ ORP-TRS-OASI Errors (PAYRL10M)/ Student File Error Reports (PAYRL11)</p>																																																																																												
<p>20</p> <p>9 am - Biweekly Payroll Calculation #18 - 06</p> <p>Monthly P2PAY (PAYRL03)</p>	<p>21</p> <p>9 am - Monthly Payroll Calculation</p> <p>EPP at 4 pm</p> <p>HRIS0007 - Print Reports</p> <p>MONTH-END</p>	<p>22</p> <p>Biweekly Pay Day #18 - 06</p> <p>INSUR019/13W INSURW90 - Noon</p> <p>Open 411 Table for Supplemental Payroll</p> <p>PABLW01- COBRA / Billi Upds - 3 PM</p> <p>PAYRL40</p> <p>PAYRL43/44/45/48/49 &transmit to WF</p>	<p>23</p> <p>Thanksgiving Day</p>	<p>24</p> <p>Thanksgiving</p>																																																																																												
<p>27</p> <p>PAYRL51M/PAYRL52M Transmit COD to Bank</p>	<p>28</p> <p>Blank Space</p> <p>P2Pay for Supplemental PayCalc (PAYRL08)</p>	<p>29</p> <p>INSUR019/13W/INSURW90/INSFTP88</p> <p>INSUR13M</p> <p>ORP/TDA Month-End Runs Tonight - Edit Request due by 4:00 pm</p> <p>PABILW01- COBRA / Billing Updates</p> <p>PPRs #18-07 (F M N X)</p> <p>Supplemental Pay-Calc at Noon</p>	<p>30</p> <p>BUDGT009/MONLD*</p> <p>INSUR022</p> <p>MONPAY49</p> <p>PAYRL43/44/45/48/49 &transmit ACH/Pos Pay files to Bank</p>																																																																																													

B/P/P Production Schedule

December 2017

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<p>4</p> <p>Payroll Validation (PAYRL05/06/07/10B/11)</p> <p>HRIS0006-Post Payroll Data</p>	<p>5</p> <p>(1st) Noon P-to-Pay Report with Recaps</p> <p>2:00 pm P-to-Pay No Recaps</p> <p>4:00 pm P-to-Pay No Recaps</p> <p>LEVREQ06</p> <p>MONPAY50</p>	<p>6</p> <p>9 am - Biweekly Payroll Calculation #18 - 07</p> <p>R019/13W/INSURW90/INSI</p> <p>PABILW01- COBRA / Billing Updates</p>	<p>7</p> <p>Quarterly FTEs - BUDGT011/14/15/21 & FISYE25* - Noon</p>	<p>8</p> <p>Biweekly Pay Day #18 - 07</p> <p>PAYRL40</p> <p>PPRs #18-08 (F M N X)</p>																																																																																				
<p>11</p>	<p>12</p> <p>PABILM01- MO Billing Updates/Reporting</p>	<p>13</p> <p>BPP Monthly WebEx meeting - 2:00 pm</p> <p>R019/13W/INSURW90/INSI</p> <p>PABILW01- COBRA / Billing Updates</p>	<p>14</p> <p>Fund Switch Summary (PAYRL14B)</p>	<p>15</p> <p>Payroll Validation (PAYRL05/06/07/10B/11)</p> <p>RDS010 Surv.RPT</p> <p>REQST031 (Delinq) - Early</p>																																																																																				
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<p>Workday Go-Live</p>																																																																																								
<p>25</p>	<p>26</p>	<p>27</p>	<p>28</p>	<p>29</p>																																																																																				
<p>Christmas Holidays for: A, C, D, E, F, G, H, I, J, K, L, M, N, O, P, R, S, T, W, X</p> <p>Workday Go-Live</p>																																																																																								

B/P/P Production Schedule

January 2018

Monday	Tuesday	Wednesday	Thursday	Friday																																																																																			
<p style="font-size: 24px; margin: 0;">1</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> Additional Items for 1/02/18: -> ->-> Monthly Pay Date REQST031 </div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px; background-color: #0056b3; color: white;"> Dept'l Role Reports Available Tomorrow -> </div> <div style="border: 1px solid black; padding: 5px; background-color: #800000; color: white;"> New Year Holiday: All </div>	<p style="font-size: 24px; margin: 0;">2</p> <div style="border: 1px solid black; padding: 2px; margin-bottom: 2px; background-color: #008000; color: white; font-size: 8px;"> (1st) Noon P-to-Pay Report with Recaps </div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 2px; background-color: #008000; color: white; font-size: 8px;"> 2:00 pm + 4:00 pm P-to-Pay No Recaps </div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 2px; background-color: #800000; color: white; font-size: 8px;"> Holiday for: K, T (Only) </div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 2px; background-color: #800000; color: white; font-size: 8px;"> HRIS0003/4-Get/Push Data to Austin </div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 2px; background-color: #cccccc; font-size: 8px;"> INSUR022 </div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 2px; background-color: #000080; color: white; font-size: 8px;"> MONPAY50 </div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 2px; background-color: #008000; color: white; font-size: 8px;"> Monthly Pay Day </div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 2px; background-color: #ffff00; font-size: 8px;"> REQST031 - Early </div>	<p style="font-size: 24px; margin: 0;">3</p> <div style="border: 1px solid black; padding: 2px; margin-bottom: 2px; background-color: #008000; color: white; font-size: 8px;"> 9 am - Biweekly Payroll Calculation #18 - 09 </div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 2px; background-color: #800000; color: white; font-size: 8px;"> HRIS0006-Post Payroll Data </div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 2px; background-color: #cccccc; font-size: 8px;"> UR019/13W/INSURW90/INSFTP </div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 2px; background-color: #add8e6; font-size: 8px;"> PABILW01- COBRA / Billing Updates </div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 2px; background-color: #008000; color: white; font-size: 8px;"> PPRs #18-10 (No F M N X) </div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 2px; background-color: #808080; font-size: 8px;"> QRTRPT16 </div>	<p style="font-size: 24px; margin: 0;">4</p>	<p style="font-size: 24px; margin: 0;">5</p> <div style="border: 1px solid black; padding: 2px; margin-bottom: 2px; background-color: #008000; color: white; font-size: 8px;"> Biweekly Pay Day #18 - 09 </div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 2px; background-color: #800080; color: white; font-size: 8px;"> LEVREQ06 </div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 2px; background-color: #008000; color: white; font-size: 8px;"> PAYRL40 </div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 2px; background-color: #ffff00; font-size: 8px;"> Upd Fed Bank Routing #'s </div>																																																																																			
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<p style="font-size: 24px; margin: 0;">22</p> <div style="border: 1px solid black; padding: 2px; margin-bottom: 2px; background-color: #800000; color: white; font-size: 8px;"> M. L. King, Jr. Day </div>	<p style="font-size: 24px; margin: 0;">23</p> <div style="border: 1px solid black; padding: 2px; margin-bottom: 2px; background-color: #008000; color: white; font-size: 8px;"> BVD2s (PAYRL02) P2PAY Exceptions/ ORP-TRS-OASI Errors (PAYRL10M)/ Student File Error Reports (PAYRL11) </div>	<p style="font-size: 24px; margin: 0;">24</p> <div style="border: 1px solid black; padding: 2px; margin-bottom: 2px; background-color: #cccccc; font-size: 8px;"> R019/13W/INSURW90/INSF </div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 2px; background-color: #008000; color: white; font-size: 8px;"> Monthly P2PAY (PAYRL03) </div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 2px; background-color: #add8e6; font-size: 8px;"> PABILW01- COBRA / Billing Updates </div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 2px; background-color: #008000; color: white; font-size: 8px;"> PPRs #18-11 (F M N X) </div>	<p style="font-size: 24px; margin: 0;">25</p> <div style="border: 1px solid black; padding: 2px; margin-bottom: 2px; background-color: #008000; color: white; font-size: 8px;"> 3 pm - Monthly Payroll Calculation </div>	<p style="font-size: 24px; margin: 0;">26</p> <div style="border: 1px solid black; padding: 2px; margin-bottom: 2px; background-color: #008000; color: white; font-size: 8px;"> Fund Switch Summary (PAYRL14B) </div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 2px; background-color: #000080; color: white; font-size: 8px;"> EPP at Noon </div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 2px; background-color: #008000; color: white; font-size: 8px;"> PAYRL43/44/45/48/49 & transmit ACH/Pos Pay files to Bank </div>																																																																																			
MONTH-END																																																																																							
<p style="font-size: 24px; margin: 0;">29</p> <div style="border: 1px solid black; padding: 2px; margin-bottom: 2px; background-color: #008000; color: white; font-size: 8px;"> Payroll Validation (PAYRL05/06/07/10B/11) </div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 2px; background-color: #cccccc; font-size: 8px;"> PAYRL51M/PAYRL52M Transmit COD to Bank </div>	<p style="font-size: 24px; margin: 0;">30</p> <div style="border: 1px solid black; padding: 2px; margin-bottom: 2px; background-color: #008000; color: white; font-size: 8px;"> (1st) Noon P-to-Pay Report with Recaps </div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 2px; background-color: #008000; color: white; font-size: 8px;"> 2:00 pm P-to-Pay No Recaps </div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 2px; background-color: #008000; color: white; font-size: 8px;"> 4:00 pm P-to-Pay No Recaps </div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 2px; background-color: #000080; color: white; font-size: 8px;"> MONPAY50 </div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 2px; background-color: #000080; color: white; font-size: 8px;"> ORP/TDA Month-End Runs Tonight - Edit Request due by 4:00 pm </div>	<p style="font-size: 24px; margin: 0;">31</p> <div style="border: 1px solid black; padding: 2px; margin-bottom: 2px; background-color: #008000; color: white; font-size: 8px;"> 9 am - Biweekly Payroll Calculation #18 - 11 </div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 2px; background-color: #000080; color: white; font-size: 8px;"> BUDGT09/MONLD* </div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 2px; background-color: #cccccc; font-size: 8px;"> INSUR019/13W INSURW90 </div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 2px; background-color: #cccccc; font-size: 8px;"> INSUR13M </div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 2px; background-color: #000080; color: white; font-size: 8px;"> MONPAY49 </div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 2px; background-color: #add8e6; font-size: 8px;"> PABILW01- COBRA / Billing Updates </div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 2px; background-color: #008000; color: white; font-size: 8px;"> PPRs #18-12 (No F M N X) </div>	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <p style="text-align: center; margin: 0;">Dec 2017</p> <table style="width: 100%; border-collapse: collapse; font-size: 8px;"> <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 black; padding: 5px;"> <p style="text-align: center; margin: 0;">Feb 2018</p> <table style="width: 100%; border-collapse: collapse; font-size: 8px;"> <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>	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				
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