

# B/P/P Production Schedule

# September 2017

Monday	Tuesday	Wednesday	Thursday	Friday																																																																																																			
<table border="1"> <caption>Aug 2017</caption> <thead> <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>		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				<table border="1"> <caption>Oct 2017</caption> <thead> <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></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>29</td> </tr> <tr> <td>30</td> <td>31</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </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						<table border="1"> <tr> <td>Biweekly Pay Day #17-26</td> </tr> <tr> <td>INSUR019/13W/INSURW90</td> </tr> <tr> <td>INSUR13M</td> </tr> <tr> <td>Insurance Initialization ?</td> </tr> <tr> <td>Monthly Pay Day</td> </tr> <tr> <td>PAYRL40</td> </tr> <tr> <td>REQST031 - Early</td> </tr> <tr> <td>Upd Fed Bank Routing #'s</td> </tr> </table>	Biweekly Pay Day #17-26	INSUR019/13W/INSURW90	INSUR13M	Insurance Initialization ?	Monthly Pay Day	PAYRL40	REQST031 - Early	Upd Fed Bank Routing #'s
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																																																																																																						
Biweekly Pay Day #17-26																																																																																																							
INSUR019/13W/INSURW90																																																																																																							
INSUR13M																																																																																																							
Insurance Initialization ?																																																																																																							
Monthly Pay Day																																																																																																							
PAYRL40																																																																																																							
REQST031 - Early																																																																																																							
Upd Fed Bank Routing #'s																																																																																																							
<p>4</p> <table border="1"> <tr> <td>INSUR022</td> </tr> <tr> <td>Labor Day for: I, J, K, N, O, P, R, T, V, W</td> </tr> <tr> <td>Review HRIS Website for: HRIS-Annual Statewide Hiring Practices HRIS EEO Reports Veterans Workforce Summary Reports</td> </tr> </table>	INSUR022	Labor Day for: I, J, K, N, O, P, R, T, V, W	Review HRIS Website for: HRIS-Annual Statewide Hiring Practices HRIS EEO Reports Veterans Workforce Summary Reports	<p>5</p> <table border="1"> <tr> <td>HRIS0003/4-Get/Push Data to Austin</td> </tr> <tr> <td>LEVREQ06</td> </tr> </table>	HRIS0003/4-Get/Push Data to Austin	LEVREQ06	<p>6</p> <table border="1"> <tr> <td>HRIS - EFT #1</td> </tr> <tr> <td>HRIS0006-Post Payroll Data</td> </tr> <tr> <td>NSUR019/13W/INSURW90</td> </tr> <tr> <td>PABILW01- COBRA / Billing Updates</td> </tr> <tr> <td>PPRs #18-01 (for F M N X)</td> </tr> </table>	HRIS - EFT #1	HRIS0006-Post Payroll Data	NSUR019/13W/INSURW90	PABILW01- COBRA / Billing Updates	PPRs #18-01 (for F M N X)	<p>7</p>	<p>8</p> <table border="1"> <tr> <td>Fund Switch Summary (PAYRL14B)</td> </tr> <tr> <td>Biweekly Pay Day #17-27</td> </tr> <tr> <td>HRIS - EFT #2</td> </tr> <tr> <td>PAYRL40</td> </tr> </table>	Fund Switch Summary (PAYRL14B)	Biweekly Pay Day #17-27	HRIS - EFT #2	PAYRL40																																																																																					
INSUR022																																																																																																							
Labor Day for: I, J, K, N, O, P, R, T, V, W																																																																																																							
Review HRIS Website for: HRIS-Annual Statewide Hiring Practices HRIS EEO Reports Veterans Workforce Summary Reports																																																																																																							
HRIS0003/4-Get/Push Data to Austin																																																																																																							
LEVREQ06																																																																																																							
HRIS - EFT #1																																																																																																							
HRIS0006-Post Payroll Data																																																																																																							
NSUR019/13W/INSURW90																																																																																																							
PABILW01- COBRA / Billing Updates																																																																																																							
PPRs #18-01 (for F M N X)																																																																																																							
Fund Switch Summary (PAYRL14B)																																																																																																							
Biweekly Pay Day #17-27																																																																																																							
HRIS - EFT #2																																																																																																							
PAYRL40																																																																																																							
<p>11</p> <table border="1"> <tr> <td>Payroll Validation (PAYRL05/06/07/10B/11)</td> </tr> </table>	Payroll Validation (PAYRL05/06/07/10B/11)	<p>12</p> <table border="1"> <tr> <td>(1st) Noon P-to-Pay Report with Recaps</td> </tr> <tr> <td>2:00 pm P-to-Pay No Recaps</td> </tr> <tr> <td>4:00 pm P-to-Pay No Recaps</td> </tr> <tr> <td>BVD1 - All</td> </tr> <tr> <td>MONPAY50</td> </tr> <tr> <td>PABILM01- MO Billing Updates/Reporting</td> </tr> </table>	(1st) Noon P-to-Pay Report with Recaps	2:00 pm P-to-Pay No Recaps	4:00 pm P-to-Pay No Recaps	BVD1 - All	MONPAY50	PABILM01- MO Billing Updates/Reporting	<p>13</p> <table border="1"> <tr> <td>9 am - Biweekly Payroll Calculation #18 - 01</td> </tr> <tr> <td>BPP Monthly WebEx meeting - 2:00 pm</td> </tr> <tr> <td>INSUR019/13W/INSURW90/INSFTP88</td> </tr> <tr> <td>PABILW01- COBRA / Billing Updates</td> </tr> <tr> <td>PAYRL43/44/45/48/49 &amp;transmit ACH/Pos Pay Files to Bank</td> </tr> <tr> <td>PPRs #18-02 (for ALL but F M N X)</td> </tr> </table>	9 am - Biweekly Payroll Calculation #18 - 01	BPP Monthly WebEx meeting - 2:00 pm	INSUR019/13W/INSURW90/INSFTP88	PABILW01- COBRA / Billing Updates	PAYRL43/44/45/48/49 &transmit ACH/Pos Pay Files to Bank	PPRs #18-02 (for ALL but F M N X)	<p>14</p> <table border="1"> <tr> <td>Final Compliance Report for Previous FY Available</td> </tr> <tr> <td>PAYRL51*/52 &amp; Transmit COD to Bank</td> </tr> </table>	Final Compliance Report for Previous FY Available	PAYRL51*/52 & Transmit COD to Bank	<p>15</p> <table border="1"> <tr> <td>Biweekly Pay Day #18 - 01</td> </tr> <tr> <td>HRIS - EFT #3</td> </tr> <tr> <td>INSURA20</td> </tr> <tr> <td>PAYRL40</td> </tr> <tr> <td>RDS010 Surv.RPT</td> </tr> <tr> <td>REQST031 (Delinq) -</td> </tr> </table>	Biweekly Pay Day #18 - 01	HRIS - EFT #3	INSURA20	PAYRL40	RDS010 Surv.RPT	REQST031 (Delinq) -																																																																														
Payroll Validation (PAYRL05/06/07/10B/11)																																																																																																							
(1st) Noon P-to-Pay Report with Recaps																																																																																																							
2:00 pm P-to-Pay No Recaps																																																																																																							
4:00 pm P-to-Pay No Recaps																																																																																																							
BVD1 - All																																																																																																							
MONPAY50																																																																																																							
PABILM01- MO Billing Updates/Reporting																																																																																																							
9 am - Biweekly Payroll Calculation #18 - 01																																																																																																							
BPP Monthly WebEx meeting - 2:00 pm																																																																																																							
INSUR019/13W/INSURW90/INSFTP88																																																																																																							
PABILW01- COBRA / Billing Updates																																																																																																							
PAYRL43/44/45/48/49 &transmit ACH/Pos Pay Files to Bank																																																																																																							
PPRs #18-02 (for ALL but F M N X)																																																																																																							
Final Compliance Report for Previous FY Available																																																																																																							
PAYRL51*/52 & Transmit COD to Bank																																																																																																							
Biweekly Pay Day #18 - 01																																																																																																							
HRIS - EFT #3																																																																																																							
INSURA20																																																																																																							
PAYRL40																																																																																																							
RDS010 Surv.RPT																																																																																																							
REQST031 (Delinq) -																																																																																																							
<p>18</p> <table border="1"> <tr> <td>Fourth Quarter Veteran Workforce Summary Reports Available</td> </tr> <tr> <td>Review HRIS Website for: HRIS-Annual Statewide Hiring Practices HRIS EEO Reports Veterans Workforce Summary Reports</td> </tr> </table>	Fourth Quarter Veteran Workforce Summary Reports Available	Review HRIS Website for: HRIS-Annual Statewide Hiring Practices HRIS EEO Reports Veterans Workforce Summary Reports	<p>19</p> <table border="1"> <tr> <td>BVD2s (PAYRL02) P2PAY Exceptions/ ORP-TRS-OASI Errors (PAYRL10M)/ Student File Error Reports (PAYRL11)</td> </tr> </table>	BVD2s (PAYRL02) P2PAY Exceptions/ ORP-TRS-OASI Errors (PAYRL10M)/ Student File Error Reports (PAYRL11)	<p>20</p> <table border="1"> <tr> <td>019/13W/INSURW90/INSI</td> </tr> <tr> <td>Monthly P2PAY (PAYRL03)</td> </tr> <tr> <td>Open 411 Table / Supplemental</td> </tr> <tr> <td>PABILW01- COBRA / Billing Updates</td> </tr> <tr> <td>PPRs #18-02 (for F M N X)</td> </tr> </table>	019/13W/INSURW90/INSI	Monthly P2PAY (PAYRL03)	Open 411 Table / Supplemental	PABILW01- COBRA / Billing Updates	PPRs #18-02 (for F M N X)	<p>21</p> <table border="1"> <tr> <td>3 pm - Monthly Payroll Calculation</td> </tr> <tr> <td>HRIS0007 - Print Reports</td> </tr> </table>	3 pm - Monthly Payroll Calculation	HRIS0007 - Print Reports	<p>22</p> <table border="1"> <tr> <td>Fund Switch Summary (PAYRL14B)</td> </tr> <tr> <td>PAYRL43/44/45/48/49 &amp;transmit ACH/Pos Pay files to Bank</td> </tr> </table>	Fund Switch Summary (PAYRL14B)	PAYRL43/44/45/48/49 &transmit ACH/Pos Pay files to Bank																																																																																							
Fourth Quarter Veteran Workforce Summary Reports Available																																																																																																							
Review HRIS Website for: HRIS-Annual Statewide Hiring Practices HRIS EEO Reports Veterans Workforce Summary Reports																																																																																																							
BVD2s (PAYRL02) P2PAY Exceptions/ ORP-TRS-OASI Errors (PAYRL10M)/ Student File Error Reports (PAYRL11)																																																																																																							
019/13W/INSURW90/INSI																																																																																																							
Monthly P2PAY (PAYRL03)																																																																																																							
Open 411 Table / Supplemental																																																																																																							
PABILW01- COBRA / Billing Updates																																																																																																							
PPRs #18-02 (for F M N X)																																																																																																							
3 pm - Monthly Payroll Calculation																																																																																																							
HRIS0007 - Print Reports																																																																																																							
Fund Switch Summary (PAYRL14B)																																																																																																							
PAYRL43/44/45/48/49 &transmit ACH/Pos Pay files to Bank																																																																																																							
<p>25</p> <table border="1"> <tr> <td>Payroll Validation (PAYRL05/06/07/10B/11)</td> </tr> <tr> <td>PAYRL51M/PAYRL52M Transmit COD to Bank</td> </tr> </table>	Payroll Validation (PAYRL05/06/07/10B/11)	PAYRL51M/PAYRL52M Transmit COD to Bank	<p>26</p> <table border="1"> <tr> <td>(1st) Noon P-to-Pay Report with Recaps</td> </tr> <tr> <td>2:00 pm P-to-Pay No Recaps</td> </tr> <tr> <td>4:00 pm P-to-Pay No Recaps</td> </tr> </table>	(1st) Noon P-to-Pay Report with Recaps	2:00 pm P-to-Pay No Recaps	4:00 pm P-to-Pay No Recaps	<p>27</p> <table border="1"> <tr> <td>9 am - Biweekly Payroll Calculation #18 - 02</td> </tr> <tr> <td>INSUR019/13W/INSURW90/INSFTP88</td> </tr> <tr> <td>INSUR13M</td> </tr> <tr> <td>PABILW01- COBRA / Billing Updates</td> </tr> <tr> <td>PAYRL43/44/45/48/49 +</td> </tr> <tr> <td>PPRs #18-03 (No F M N X)</td> </tr> <tr> <td><b>MONTH-END</b></td> </tr> </table>	9 am - Biweekly Payroll Calculation #18 - 02	INSUR019/13W/INSURW90/INSFTP88	INSUR13M	PABILW01- COBRA / Billing Updates	PAYRL43/44/45/48/49 +	PPRs #18-03 (No F M N X)	<b>MONTH-END</b>	<p>28</p> <table border="1"> <tr> <td>EPP at Noon</td> </tr> <tr> <td>INSUR022</td> </tr> <tr> <td>ORP/TDA Month-End Runs Tonight - Edit Request due by 4:00 pm</td> </tr> <tr> <td>PAYRL51*/52 &amp; Transmit COD to Bank</td> </tr> </table>	EPP at Noon	INSUR022	ORP/TDA Month-End Runs Tonight - Edit Request due by 4:00 pm	PAYRL51*/52 & Transmit COD to Bank	<p>29</p> <table border="1"> <tr> <td>Biweekly Pay Day #18 - 02</td> </tr> <tr> <td>BUDGT009/MONLD*</td> </tr> <tr> <td>MONPAY49</td> </tr> <tr> <td>PAYRL40</td> </tr> <tr> <td>Quarterly Tax Reports</td> </tr> </table>	Biweekly Pay Day #18 - 02	BUDGT009/MONLD*	MONPAY49	PAYRL40	Quarterly Tax Reports																																																																														
Payroll Validation (PAYRL05/06/07/10B/11)																																																																																																							
PAYRL51M/PAYRL52M Transmit COD to Bank																																																																																																							
(1st) Noon P-to-Pay Report with Recaps																																																																																																							
2:00 pm P-to-Pay No Recaps																																																																																																							
4:00 pm P-to-Pay No Recaps																																																																																																							
9 am - Biweekly Payroll Calculation #18 - 02																																																																																																							
INSUR019/13W/INSURW90/INSFTP88																																																																																																							
INSUR13M																																																																																																							
PABILW01- COBRA / Billing Updates																																																																																																							
PAYRL43/44/45/48/49 +																																																																																																							
PPRs #18-03 (No F M N X)																																																																																																							
<b>MONTH-END</b>																																																																																																							
EPP at Noon																																																																																																							
INSUR022																																																																																																							
ORP/TDA Month-End Runs Tonight - Edit Request due by 4:00 pm																																																																																																							
PAYRL51*/52 & Transmit COD to Bank																																																																																																							
Biweekly Pay Day #18 - 02																																																																																																							
BUDGT009/MONLD*																																																																																																							
MONPAY49																																																																																																							
PAYRL40																																																																																																							
Quarterly Tax Reports																																																																																																							

# B/P/P Production Schedule

## October 2017

Monday	Tuesday	Wednesday	Thursday	Friday																																																																																																
<p>2</p> <p><b>Dept'l Role Reports Available</b></p> <p>HRIS0003/4-Get/Push Data to Austin</p> <p><b>Monthly Pay Day</b></p> <p>REQST031 - Early</p>	<p>3</p> <p>HRIS0006-Post Payroll Data</p> <p>P2Pay for Supplemental PayCalc (PAYRL08)</p>	<p>4</p> <p>2019/13W/INSURW90/INSUR</p> <p>PABILW01- COBRA / Billing Updates</p> <p>PPRs #18-03 (for F M N X)</p> <p><b>Supplemental Pay-Calc at Noon</b></p>	<p>5</p> <p><b>LEVREQ06</b></p> <p>PAYRL43/44/45/48/49 &amp;transmit ACH/Pos Pay files to Bank</p>	<p>6</p> <p>Fund Switch Summary (PAYRL14B)</p> <p><b>Supplemental Pay Day</b></p> <p>Upd Fed Bank Routing #'s</p>																																																																																																
<p>9</p> <p>Payroll Validation (PAYRL05/06/07/10B/11)</p> <p><b>Columbus Day: V</b></p>	<p>10</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><b>BVD1 - All</b></p> <p><b>MONPAY50</b></p> <p>PABILM01- MO Billing Updates/Reporting</p>	<p>11</p> <p>9 am - Biweekly Payroll Calculation #18 - 03</p> <p><b>BPP Monthly WebEx meeting - 2:00 pm</b></p> <p>INSUR019/13W/INSURW90/INFTP88</p> <p>PABILW01- COBRA / Billing Updates</p> <p>PAYRL43/44/45/48/49 &amp;transmit ACH/Pos Pay files to Bank</p> <p>PPRs #18-04 (No_F,M,N,X)</p>	<p>12</p> <p>PAYRL51*/52 &amp; Transmit COD to Bank</p>	<p>13</p> <p><b>Biweekly Pay Day #18 - 03</b></p> <p>PAYRL40</p>																																																																																																
<p>16</p> <p><b>RDS010 Surv.RPT</b></p> <p>REQST031 (Delinq) - Early</p>	<p>17</p> <p>BVD2s (PAYRL02) P2PAY Exceptions/ ORP-TRS-OASI Errors (PAYRL10M)/ Student File Error Reports (PAYRL11)</p>	<p>18</p> <p>2019/13W/INSURW90/INSUR</p> <p><b>Monthly P2PAY (PAYRL03)</b></p> <p>Open 411 Table for Supplemental Payroll</p> <p>PABILW01- COBRA / Billing Updates</p> <p>PPRs #18-04 (for F M N X)</p>	<p>19</p> <p><b>3 pm - Monthly Payroll Calculation</b></p>	<p>20</p> <p>Fund Switch Summary (PAYRL14B)</p> <p>PAYRL43/44/45/48/49 &amp;transmit ACH/Pos Pay files to Bank</p>																																																																																																
<p>23</p> <p>Payroll Validation (PAYRL05/06/07/10B/11)</p> <p>HRIS0007 - Print Reports</p> <p>PAYRL51M/PAYRL52M Transmit COD to Bank</p>	<p>24</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>HRIS0011 - Print Reports; Prelim Fiscal -17 Annual Rpt.</p>	<p>25</p> <p>9 am - Biweekly Payroll Calculation #18 - 04</p> <p>INSUR019/13W/INSURW90/INFTP88</p> <p>INSUR13M</p> <p>PABILW01- COBRA / Billing Updates</p> <p>PAYRL43/44/45/48/49 +</p> <p>PPRs #18-05 (No F M N X)</p> <p><b>MONTH-END</b></p>	<p>26</p> <p><b>EPP at Noon</b></p> <p>INSUR022</p> <p>PAYRL51*/52 &amp; Transmit COD to Bank</p>	<p>27</p> <p><b>Biweekly Pay Day #18 - 04</b></p> <p>PAYRL40</p>																																																																																																
<p>30</p> <p><b>ORP/TDA Month-End Runs Tonight - Edit Request due by 4:00 pm</b></p>	<p>31</p> <p><b>BUDGT009/MONLD*</b></p> <p><b>MONPAY49</b></p> <p>P2Pay for Supplemental PayCalc (PAYRL08)</p>	<table border="1"> <thead> <tr> <th colspan="6">Sep 2017</th> </tr> <tr> <th>M</th> <th>T</th> <th>W</th> <th>T</th> <th>F</th> <th>S</th> </tr> </thead> <tbody> <tr> <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> </tr> <tr> <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> </tr> <tr> <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></td> <td></td> </tr> </tbody> </table>		Sep 2017						M	T	W	T	F	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			<table border="1"> <thead> <tr> <th colspan="6">Nov 2017</th> </tr> <tr> <th>M</th> <th>T</th> <th>W</th> <th>T</th> <th>F</th> <th>S</th> </tr> </thead> <tbody> <tr> <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> </tr> <tr> <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> </tr> <tr> <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> </tr> </tbody> </table>	Nov 2017						M	T	W	T	F	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			
Sep 2017																																																																																																				
M	T	W	T	F	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																																																																																																	
Nov 2017																																																																																																				
M	T	W	T	F	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																																																																																																		

# B/P/P Production Schedule

# November 2017

Monday	Tuesday	Wednesday	Thursday	Friday																																																																																												
<p>Oct 2017</p> <table border="1"> <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>29</td></tr> <tr><td>30</td><td>31</td><td></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						<p>Dec 2017</p> <table border="1"> <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><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	<p>1</p> <p>CALYE05 1-SECC Final Reports</p> <p>HRIS0003/4-Get/Push Data to Austin</p> <p>INSUR019/13W/INSURW90/INSFTP88</p> <p>Monthly Pay Day</p> <p>PABLW01- COBRA / Billing Updates</p> <p>PPRs #18-05 (for F M N X)</p> <p>REQST031 - Early</p> <p>Supplemental Pay-Calc at Noon</p>	<p>2</p> <p>HRIS0006-Post Payroll Data</p> <p>PAYRL43/44/45/48/49 &amp;transmit ACH/Pos Pay files to Bank</p>	<p>3</p> <p>Fund Switch Summary (PAYRL14B)</p> <p>HRIS0011 - Print Reports; Final Fiscal -17 Annual Rpt.</p> <p>Supplemental Pay Day</p> <p>Upd Fed Bank Routing #'s</p>
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																																																																																										
<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>INSUR019/13W/INSURW90/INSFTP88</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>PABILW01- COBRA / Billi Upds - 3 PM</p> <p>PAYRL40</p> <p>PAYRL43/44/45/48/49 &amp;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 &amp;transmit ACH/Pos Pay files to Bank</p>																																																																																													

# B/P/P Production Schedule

# December 2017

Monday	Tuesday	Wednesday	Thursday	Friday																																																																																																		
<table border="1"> <thead> <tr> <th colspan="7">Nov 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> </thead> <tbody> <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></td> <td></td> <td></td> </tr> </tbody> </table>		Nov 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				<table border="1"> <thead> <tr> <th colspan="7">Jan 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>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> </tbody> </table>		Jan 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					<p>1</p> <p>Fund Switch Summary (PAYRL14B)</p> <p>HRIS0003/4-Get/Push Data to Austin</p> <p>Monthly Pay Day</p> <p>PPRs #18-08 (No_FM,N,X)</p> <p>REQST031 - Early</p> <p>Supplemental Pay Day</p> <p>Upd Fed Bank Routing #s</p>
Nov 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																																																																																																			
Jan 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																																																																																																				
<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 &amp; 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>																																																																																																		
<p>18</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>First Quarter Veteran Workforce Summary Reports</p>	<p>19</p> <p>9 am - Biweekly Payroll Calculation #18 - 08</p> <p>CALYE Initializes this Weekend &gt;&gt;</p> <p>MONTH-END</p>	<p>20</p> <p>EPP at Noon</p> <p>R019/13W/INSURW90/INSI</p> <p>INSUR13M</p> <p>PABILW01- COBRA / Billing Updates</p>	<p>21</p> <p>3 pm - Monthly Payroll Calculation</p> <p>HRIS0007 - Print Reports</p> <p>INSUR022</p> <p>ORP/PTDA Month-End Runs Tonight - Edit Request due by 4:00 pm</p> <p>Quarterly Tax Reports</p>	<p>22</p> <p>Biweekly Pay Day #18 - 08</p> <p>BUDGT009/MONLD*</p> <p>MONPAY49</p> <p>PAYRL40</p> <p>Christmas for P</p>																																																																																																		
<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>																																																																																																						