

# Workday Production Schedule

# September 2018

Monday	Tuesday	Wednesday	Thursday	Friday
<p style="font-size: 24px; margin: 0;">3</p> <div style="background-color: #800000; color: white; padding: 2px; margin-bottom: 5px;">Bank or Fed'l Holiday</div> <div style="background-color: #800000; color: white; padding: 2px; margin-bottom: 5px;">Labor Day for: J, K, N, O, P</div> <div style="background-color: #e69d00; padding: 2px;">Review HRIS Website for: HRIS-Annual Statewide Hiring Practices HRIS EEO Reports Veterans Workforce Summary Reports</div>	<p style="font-size: 24px; margin: 0;">4</p> <div style="background-color: #008000; color: white; padding: 2px; margin-bottom: 5px;">Monthly Pay Day</div>	<p style="font-size: 24px; margin: 0;">5</p>	<p style="font-size: 24px; margin: 0;">6</p>	<p style="font-size: 24px; margin: 0;">7</p> <div style="border: 1px solid #008000; padding: 2px; margin-bottom: 5px;">#19-01: Initiate Biweekly Pay Cycle - Inbound Integration - Input Review - Retro Pay Calculation</div> <div style="background-color: #ffff00; padding: 2px;">Upd Fed Bank Routing #'s</div>
<p style="font-size: 24px; margin: 0;">10</p>	<p style="font-size: 24px; margin: 0;">11</p> <div style="border: 1px solid #008000; padding: 2px; margin-bottom: 5px;">#19-01: BW (Production): Schedule Midnight Run of BW Calc for On-Cycle Payments</div> <div style="border: 1px solid #008000; padding: 2px; margin-bottom: 5px;">#19-01: BW (Workstations): Review Pay Calc &amp; Complete Retro Pay Results; Review Payroll Reports</div> <div style="background-color: #000000; color: white; padding: 2px;">WD Monthly Users WebEx meeting - 2:00 pm</div>	<p style="font-size: 24px; margin: 0;">12</p> <div style="border: 1px solid #008000; padding: 2px; margin-bottom: 5px;">#19-01: BW (Production): Recalculate payroll - Run Pay Complete - Settlement</div> <div style="border: 1px solid #008000; padding: 2px;">#19-01: BW (Workstations): Confirm Payroll Completion before 9 AM</div>	<p style="font-size: 24px; margin: 0;">13</p>	<p style="font-size: 24px; margin: 0;">14</p> <div style="background-color: #008000; color: white; padding: 2px; margin-bottom: 5px;">Biweekly Pay Day #19-01</div> <div style="background-color: #800000; color: white; padding: 2px;">Final Compliance Report for Previous FY Available</div>
<p style="font-size: 24px; margin: 0;">17</p>	<p style="font-size: 24px; margin: 0;">18</p> <div style="background-color: #e69d00; padding: 2px; margin-bottom: 5px;">Fourth Quarter Veteran Workforce Summary Reports Available</div> <div style="border: 1px solid #008000; padding: 2px;">Initiate Monthly Pay Cycle - Inbound Integration - Input Review - Retro Pay Calculation</div>	<p style="font-size: 24px; margin: 0;">19</p>	<p style="font-size: 24px; margin: 0;">20</p>	<p style="font-size: 24px; margin: 0;">21</p> <div style="border: 1px solid #008000; padding: 2px; margin-bottom: 5px;">#19-02: Initiate Biweekly Pay Cycle - Inbound Integration - Input Review - Retro Pay Calculation</div> <div style="background-color: #800000; color: white; padding: 2px;">HRIS0007 - Print Reports</div>
<p style="font-size: 24px; margin: 0;">24</p> <div style="border: 1px solid #008000; padding: 2px;">Monthly (Production): Schedule Midnight Run of Monthly Calc for On-Cycle Pavments</div>	<p style="font-size: 24px; margin: 0;">25</p> <div style="border: 1px solid #008000; padding: 2px; margin-bottom: 5px;">#19-02 BW (Workstations): Review Pay Calc &amp; Complete Retro Pay Results; Review Payroll Reports</div> <div style="border: 1px solid #008000; padding: 2px; margin-bottom: 5px;">#19-02: BW (Production): Schedule Midnight Run of BW Calc for On-Cycle Payments</div> <div style="border: 1px solid #008000; padding: 2px;">Monthly Payroll (Production): Recalculate Payroll - Run Pay Complete - Settlement</div>	<p style="font-size: 24px; margin: 0;">26</p> <div style="border: 1px solid #008000; padding: 2px; margin-bottom: 5px;">#19-02: BW (Production): Recalculate payroll - Run Pay Complete - Settlement</div> <div style="border: 1px solid #008000; padding: 2px;">#19-02: BW (Workstations): Confirm Payroll Completion before 9 AM</div>	<p style="font-size: 24px; margin: 0;">27</p>	<p style="font-size: 24px; margin: 0;">28</p> <div style="background-color: #008000; color: white; padding: 2px; margin-bottom: 5px;">Biweekly Pay Day #19-02</div>

Aug 2018						
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Oct 2018						
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# Workday Production Schedule

# October 2018

Monday	Tuesday	Wednesday	Thursday	Friday																																																																																																		
<p>1</p> <div style="border: 1px solid green; padding: 2px; width: fit-content; margin: 5px auto;">Monthly Pay Day</div>	<p>2</p>	<p>3</p>	<p>4</p>	<p>5</p> <div style="border: 1px solid green; padding: 2px; width: fit-content; margin: 5px auto;">                     #19-03: Initiate Biweekly Pay Cycle                      - Inbound Integration                      - Input Review                      - Retro Pay Calculation                 </div> <div style="border: 1px solid yellow; padding: 2px; width: fit-content; margin: 5px auto; background-color: yellow;">Upd Fed Bank Routing #'s</div>																																																																																																		
<p>8</p> <div style="border: 1px solid red; padding: 2px; width: fit-content; margin: 5px auto; background-color: red; color: white;">Bank or Federal Holiday</div>	<p>9</p> <div style="border: 1px solid green; padding: 2px; width: fit-content; margin: 5px auto;">                     #19-03: BW (Production):                      Schedule Midnight Run of BW Calc for On-Cycle Payments                 </div> <div style="border: 1px solid green; padding: 2px; width: fit-content; margin: 5px auto;">                     #19-03: BW (Workstations):                      Review Pay Calc &amp; Complete Retro Pay Results; Review Payroll Reports                 </div> <div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 5px auto; background-color: black; color: white;">                     WD Monthly Users WebEx meeting - 2:00 pm                 </div>	<p>10</p> <div style="border: 1px solid green; padding: 2px; width: fit-content; margin: 5px auto;">                     #19-03: BW (Production):                      Recalculate payroll - Run Pay Complete - Settlement                 </div> <div style="border: 1px solid green; padding: 2px; width: fit-content; margin: 5px auto;">                     #19-03: BW (Workstations): Confirm Payroll Completion before 9 AM                 </div>	<p>11</p>	<p>12</p> <div style="border: 1px solid green; padding: 2px; width: fit-content; margin: 5px auto; background-color: green; color: white;">                     Biweekly Pay Day #19-03                 </div>																																																																																																		
<p>15</p>	<p>16</p>	<p>17</p> <div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 5px auto;">                     Initiate Monthly Pay Cycle - Inbound Integration - Input Review - Retro Pay Calculation                 </div>	<p>18</p>	<p>19</p> <div style="border: 1px solid green; padding: 2px; width: fit-content; margin: 5px auto;">                     #19-04: Initiate Biweekly Pay Cycle                      - Inbound Integration                      - Input Review                      - Retro Pay Calculation                 </div>																																																																																																		
<p>22</p> <div style="border: 1px solid orange; padding: 2px; width: fit-content; margin: 5px auto; background-color: orange;">HRIS0007 - Print Reports</div>	<p>23</p> <div style="border: 1px solid green; padding: 2px; width: fit-content; margin: 5px auto;">                     #19-04: BW (Production):                      Schedule Midnight Run of BW Calc for On-Cycle Payments                 </div> <div style="border: 1px solid green; padding: 2px; width: fit-content; margin: 5px auto;">                     #19-04: BW (Workstations):                      Review Pay Calc &amp; Complete Retro Pay Results; Review Payroll Reports                 </div>	<p>24</p> <div style="border: 1px solid green; padding: 2px; width: fit-content; margin: 5px auto;">                     #19-04: BW (Production):                      Recalculate payroll - Run Pay Complete - Settlement                 </div> <div style="border: 1px solid green; padding: 2px; width: fit-content; margin: 5px auto;">                     #19-04: BW (Workstations):                      Confirm Payroll Completion before 9 AM                 </div> <div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 5px auto;">                     Monthly (Production): Schedule Midnight Run of Monthly Calc for On-Cycle Payments                 </div>	<p>25</p> <div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 5px auto;">                     Monthly Payroll (Production): Recalculate Payroll - Run Pay Complete - Settlement                 </div>	<p>26</p> <div style="border: 1px solid green; padding: 2px; width: fit-content; margin: 5px auto; background-color: green; color: white;">                     Biweekly Pay Day #19-04                 </div>																																																																																																		
<p>29</p>	<p>30</p>	<p>31</p>	<div style="display: flex; justify-content: space-around; margin-bottom: 10px;"> <table border="1" style="border-collapse: collapse; text-align: center; font-size: small;"> <thead> <tr><th colspan="7">Sep 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></td><td>1</td><td>2</td><td></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> </tbody> </table> <table border="1" style="border-collapse: collapse; text-align: center; font-size: small;"> <thead> <tr><th colspan="7">Nov 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></td><td></td></tr> </tbody> </table> </div>		Sep 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	Nov 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		
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<div style="background-color: #d9534f; color: white; text-align: center; padding: 2px;">Bank or Federal Holiday</div>	<div style="background-color: #333; color: white; text-align: center; padding: 2px;">WD Monthly Users WebEx meeting - 2:00 pm</div>	<div style="border: 1px solid green; padding: 2px; background-color: #d9ead3;">#19-06: Initiate Biweekly Pay Cycle - Inbound Integration - Input Review - Retro Pay Calculation</div>	<div style="border: 1px solid orange; padding: 2px; background-color: #d9534f; color: white; text-align: center;">HRIS0011 EEO Final Rept Available?</div> <div style="border: 1px solid green; padding: 2px; background-color: #fff2cc;">Initiate Monthly Pay Cycle - Inbound Integration - Input Review - Retro Pay Calculation</div>	<div style="border: 1px solid green; padding: 2px; background-color: #d9ead3;">#19-06: BW (Production): Schedule Midnight Run of BW Calc for On-Cycle Payments</div> <div style="border: 1px solid green; padding: 2px; background-color: #d9ead3;">#19-06: BW (Workstations): Review Pay Calc &amp; Complete Retro Pay Results; Review Payroll Reports</div>																																																																																											
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# December 2018

Monday	Tuesday	Wednesday	Thursday	Friday																																																																																					
3 <div style="border: 1px solid black; padding: 2px; margin-top: 5px;">HRIS0003 Monthly Pay Day</div>	4 <div style="border: 1px solid green; padding: 2px; margin-top: 5px;">#19-07: BW (Production): Schedule Midnight Run of BW Calc for On-Cycle Payments</div> <div style="border: 1px solid green; padding: 2px; margin-top: 5px;">#19-07: BW (Workstations): Review Pay Calc &amp; Complete Retro Pay Results; Review Payroll Reports</div>	5 <div style="border: 1px solid green; padding: 2px; margin-top: 5px;">#19-07: BW (Production): Recalculate payroll - Run Pay Complete - Settlement</div> <div style="border: 1px solid green; padding: 2px; margin-top: 5px;">#19-07: BW (Workstations): Confirm Payroll Completion before 9 AM</div>	6	7 <div style="border: 1px solid green; padding: 2px; margin-top: 5px; background-color: #4a69bd; color: white;">Biweekly Pay Day #19-07</div> <div style="border: 1px solid black; padding: 2px; margin-top: 5px; background-color: #ffff00;">Upd Fed Bank Routing #'s</div>																																																																																					
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17 <div style="border: 1px solid green; padding: 2px; margin-top: 5px;">#19-08: BW (Production): Schedule Midnight Run of BW Calc for On-Cycle Payments</div> <div style="border: 1px solid green; padding: 2px; margin-top: 5px;">#19-08: BW (Workstations): Review Pay Calc &amp; Complete Retro Pay Results; Review Payroll Reports</div>	18 <div style="border: 1px solid green; padding: 2px; margin-top: 5px;">#19-08: BW (Production): Recalculate payroll - Run Pay Complete - Settlement</div> <div style="border: 1px solid green; padding: 2px; margin-top: 5px;">#19-08: BW (Workstations): Confirm Payroll Completion before 9 AM</div> <div style="border: 1px solid green; padding: 2px; margin-top: 5px;">#19-09: Initiate Biweekly Pay Cycle - Inbound Integration - Input Review - Retro Pay Calculation</div> <div style="border: 1px solid green; padding: 2px; margin-top: 5px;">Monthly (Production): Schedule Midnight Run of Monthly Calc for On-Cycle Payments</div>	19 <div style="border: 1px solid green; padding: 2px; margin-top: 5px;">Monthly Payroll (Production): Recalculate Payroll - Run Pay Complete - Settlement</div>	20	21 <div style="border: 1px solid green; padding: 2px; margin-top: 5px;">#19-09: BW (Production): Schedule Midnight Run of BW Calc for On-Cycle Payments (12:00am 1/02/19)</div> <div style="border: 1px solid green; padding: 2px; margin-top: 5px;">#19-09: BW (Workstations): Review Pay Calc &amp; Complete Retro Pay Results; Review Payroll Reports</div> <div style="border: 1px solid black; padding: 2px; margin-top: 5px; background-color: #4a69bd; color: white;">Biweekly Pay Day #19-08</div> <div style="border: 1px solid black; padding: 2px; margin-top: 5px; background-color: #4a69bd; color: white;">HRIS0007 - Print Reports</div>																																																																																					
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31 <div style="border: 1px solid black; padding: 5px; margin-top: 10px; background-color: #4a69bd; color: white;">Christmas / New Year</div>	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <p style="text-align: center; margin: 0;">Nov 2018</p> <table style="width: 100%; border-collapse: collapse; margin: 0;"> <thead> <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> </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></td> <td></td> </tr> </tbody> </table> </div> <div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center; margin: 0;">Jan 2019</p> <table style="width: 100%; border-collapse: collapse; margin: 0;"> <thead> <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> </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>		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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# Workday Production Schedule

# January 2019

Monday	Tuesday	Wednesday	Thursday	Friday
<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;">                     Dec 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> <div style="text-align: right; font-size: 24px; font-weight: bold;">7</div>	<div style="text-align: right; font-size: 24px; font-weight: bold;">1</div> <div style="background-color: #800000; color: white; padding: 5px; margin-bottom: 10px; text-align: center;">Bank or Federal Holiday</div> <div style="background-color: #800000; color: white; padding: 5px; text-align: center;">Christmas / New Year</div>	<div style="text-align: right; font-size: 24px; font-weight: bold;">2</div> <div style="background-color: #008000; color: white; padding: 5px; margin-bottom: 5px;">#19-09: BW (Production): Recalculate payroll - Run Pay Complete - Settlement</div> <div style="background-color: #008000; color: white; padding: 5px;">#19-09: BW (Workstations): Confirm Payroll Completion before 9 AM</div> <div style="background-color: #ffa500; padding: 5px; text-align: center; margin-bottom: 5px;">HRIS0003</div> <div style="background-color: #008000; color: white; padding: 5px; text-align: center;">Monthly Pay Day</div>	<div style="text-align: right; font-size: 24px; font-weight: bold;">3</div>	<div style="text-align: right; font-size: 24px; font-weight: bold;">4</div> <div style="background-color: #008000; color: white; padding: 5px; margin-bottom: 5px; text-align: center;">Biweekly Pay Day #19-09</div> <div style="background-color: #ffa500; padding: 5px; text-align: center;">Upd Fed Bank Routing #'s</div>
<div style="text-align: right; font-size: 24px; font-weight: bold;">7</div>	<div style="text-align: right; font-size: 24px; font-weight: bold;">8</div> <div style="background-color: black; color: white; padding: 5px; text-align: center;">WD Monthly Users WebEx meeting - 2:00 pm</div>	<div style="text-align: right; font-size: 24px; font-weight: bold;">9</div>	<div style="text-align: right; font-size: 24px; font-weight: bold;">10</div>	<div style="text-align: right; font-size: 24px; font-weight: bold;">11</div> <div style="background-color: #008000; color: white; padding: 5px;">#19-10: Initiate Biweekly Pay Cycle - Inbound Integration - Input Review - Retro Pay Calculation</div>
<div style="text-align: right; font-size: 24px; font-weight: bold;">14</div>	<div style="text-align: right; font-size: 24px; font-weight: bold;">15</div> <div style="background-color: #008000; color: white; padding: 5px; margin-bottom: 5px;">#19-10: BW (Production): Schedule Midnight Run of BW Calc for On-Cycle Payments</div> <div style="background-color: #008000; color: white; padding: 5px;">#19-10: BW (Workstations): Review Pay Calc &amp; Complete Retro Pay Results; Review Payroll Reports</div>	<div style="text-align: right; font-size: 24px; font-weight: bold;">16</div> <div style="background-color: #008000; color: white; padding: 5px; margin-bottom: 5px;">#19-10: BW (Production): Recalculate payroll - Run Pay Complete - Settlement</div> <div style="background-color: #008000; color: white; padding: 5px;">#19-10: BW (Workstations): Confirm Payroll Completion before 9 AM</div>	<div style="text-align: right; font-size: 24px; font-weight: bold;">17</div> <div style="background-color: #008000; color: white; padding: 5px; text-align: center;">Initiate Monthly Pay Cycle - Inbound Integration - Input Review - Retro Pay Calculation</div>	<div style="text-align: right; font-size: 24px; font-weight: bold;">18</div> <div style="background-color: #008000; color: white; padding: 5px; text-align: center;">Biweekly Pay Day #19-10</div>
<div style="text-align: right; font-size: 24px; font-weight: bold;">21</div> <div style="background-color: #800000; color: white; padding: 5px; margin-bottom: 10px; text-align: center;">Bank or Federal Holiday HRIS0007 - Print Reports</div> <div style="background-color: #800000; color: white; padding: 5px; text-align: center;">M. L. King, Jr. Day</div>	<div style="text-align: right; font-size: 24px; font-weight: bold;">22</div>	<div style="text-align: right; font-size: 24px; font-weight: bold;">23</div> <div style="background-color: #008000; color: white; padding: 5px; text-align: center;">Monthly (Production): Schedule Midnight Run of Monthly Calc for On-Cycle Payments</div>	<div style="text-align: right; font-size: 24px; font-weight: bold;">24</div> <div style="background-color: #008000; color: white; padding: 5px; text-align: center;">Monthly Payroll (Production): Recalculate Payroll - Run Pay Complete - Settlement</div>	<div style="text-align: right; font-size: 24px; font-weight: bold;">25</div> <div style="background-color: #008000; color: white; padding: 5px;">#19-11: Initiate Biweekly Pay Cycle - Inbound Integration - Input Review - Retro Pay Calculation</div>
<div style="text-align: right; font-size: 24px; font-weight: bold;">28</div>	<div style="text-align: right; font-size: 24px; font-weight: bold;">29</div> <div style="background-color: #008000; color: white; padding: 5px; margin-bottom: 5px;">#19-11: BW (Production): Schedule Midnight Run of BW Calc for On-Cycle Payments</div> <div style="background-color: #008000; color: white; padding: 5px;">#19-11: BW (Workstations): Review Pay Calc &amp; Complete Retro Pay Results; Review Payroll Reports</div>	<div style="text-align: right; font-size: 24px; font-weight: bold;">30</div> <div style="background-color: #008000; color: white; padding: 5px; margin-bottom: 5px;">#19-11: BW (Production): Recalculate payroll - Run Pay Complete - Settlement</div> <div style="background-color: #008000; color: white; padding: 5px;">#19-11: BW (Workstations): Confirm Payroll Completion before 9 AM</div>	<div style="text-align: right; font-size: 24px; font-weight: bold;">31</div>	<div style="border: 1px solid black; padding: 5px; margin-top: 10px;">                     Feb 2019                      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                 </div>

# Workday Production Schedule

# February 2019

Monday	Tuesday	Wednesday	Thursday	Friday																																																																																				
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# Workday Production Schedule

# March 2019

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# Workday Production Schedule

# April 2019

Monday	Tuesday	Wednesday	Thursday	Friday																																																																																																		
<p>1</p> <div style="border: 1px solid orange; padding: 2px; margin-bottom: 5px;">HRIS0003</div> <div style="border: 1px solid green; padding: 2px;">Monthly Pay Day</div>	<p>2</p>	<p>3</p>	<p>4</p>	<p>5</p> <div style="border: 1px solid green; padding: 2px; margin-bottom: 5px;">#19-16: Initiate Biweekly Pay Cycle - Inbound Integration - Input Review - Retro Pay Calculation</div> <div style="border: 1px solid yellow; padding: 2px;">Upd Fed Bank Routing #'s</div>																																																																																																		
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<p>15</p> <div style="border: 1px solid orange; padding: 2px; margin-top: 10px;">? HRIS0011- Veteran 1/4 Rpt. Check HRIS Web</div>	<p>16</p>	<p>17</p>	<p>18</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;">Initiate Monthly Pay Cycle - Inbound Integration - Input Review - Retro Pay Calculation</div>	<p>19</p> <div style="border: 1px solid green; padding: 2px; margin-top: 10px;">#19-17: Initiate Biweekly Pay Cycle - Inbound Integration - Input Review - Retro Pay Calculation</div>																																																																																																		
<p>22</p> <div style="border: 1px solid orange; padding: 2px; margin-top: 10px;">HRIS0007 - Print Reports</div>	<p>23</p> <div style="border: 1px solid green; padding: 2px; margin-bottom: 5px;">#19-17: BW (Production): Schedule Midnight Run of BW Calc for On-Cycle Payments</div> <div style="border: 1px solid green; padding: 2px; margin-bottom: 5px;">#19-17: BW (Workstations): Review Pay Calc &amp; Complete Retro Pay Results; Review Payroll Reports</div>	<p>24</p> <div style="border: 1px solid green; padding: 2px; margin-bottom: 5px;">#19-17: BW (Production): Recalculate payroll - Run Pay Complete - Settlement</div> <div style="border: 1px solid green; padding: 2px; margin-bottom: 5px;">#19-17: BW (Workstations): Confirm Payroll Completion before 9 AM</div> <div style="border: 1px solid green; padding: 2px;">Monthly (Production): Schedule Midnight Run of Monthly Calc for On-Cycle Payments</div>	<p>25</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;">Monthly Payroll (Production): Recalculate Payroll - Run Pay Complete - Settlement</div>	<p>26</p> <div style="background-color: #008000; color: white; padding: 5px; text-align: center;">Biweekly Pay Day #19-17</div>																																																																																																		
<p>29</p>	<p>30</p>	<div style="border: 1px solid red; padding: 5px; display: inline-block; margin-right: 20px;"> <table style="font-size: small; border-collapse: collapse;"> <tr><th colspan="7">Mar 2019</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></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> </div> <div style="border: 1px solid red; padding: 5px; display: inline-block;"> <table style="font-size: small; border-collapse: collapse;"> <tr><th colspan="7">May 2019</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>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>			Mar 2019							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	May 2019							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 2019

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# Workday Production Schedule

# June 2019

Monday	Tuesday	Wednesday	Thursday	Friday
3 <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">HRIS0003</div> <div style="border: 1px solid black; padding: 2px;">Monthly Pay Day</div>	4 <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">#19-20: BW (Production): Schedule Midnight Run of BW Calc for On-Cycle Payments</div> <div style="border: 1px solid black; padding: 2px;">#19-20: BW (Workstations): Review Pay Calc &amp; Complete Retro Pay Results; Review Payroll Reports</div>	5 <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">#19-20: BW (Production): Recalculate payroll - Run Pay Complete - Settlement</div> <div style="border: 1px solid black; padding: 2px;">#19-20: BW (Workstations): Confirm Payroll Completion before 9 AM</div>	6	7 <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">Biweekly Pay Day #19-20</div> <div style="border: 1px solid black; padding: 2px;">Upd Fed Bank Routing #'s</div>
10	11 <div style="border: 1px solid black; padding: 2px; background-color: black; color: white;">WD Monthly Users WebEx meeting - 2:00 pm</div>	12	13	14 <div style="border: 1px solid black; padding: 2px;">#19-21: Initiate Biweekly Pay Cycle - Inbound Integration - Input Review - Retro Pay Calculation</div>
17	18 <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">#19-21: BW (Production): Schedule Midnight Run of BW Calc for On-Cycle Payments</div> <div style="border: 1px solid black; padding: 2px;">#19-21: BW (Workstations): Review Pay Calc &amp; Complete Retro Pay Results; Review Payroll Reports</div> <div style="border: 1px solid black; padding: 2px;">Initiate Monthly Pay Cycle - Inbound Integration - Input Review - Retro Pay Calculation</div>	19 <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">#19-21: BW (Production): Recalculate payroll - Run Pay Complete - Settlement</div> <div style="border: 1px solid black; padding: 2px;">#19-21: BW (Workstations): Confirm Payroll Completion before 9 AM</div>	20	21 <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">Biweekly Pay Day #19-21</div> <div style="border: 1px solid black; padding: 2px;">HRIS0007 - Print Reports</div>
24 <div style="border: 1px solid black; padding: 2px;">Monthly (Production): Schedule Midnight Run of Monthly Calc for On-Cycle Payments</div>	25 <div style="border: 1px solid black; padding: 2px;">Monthly Payroll (Production): Recalculate Payroll - Run Pay Complete - Settlement</div>	26	27 <div style="border: 1px solid black; padding: 2px;">#19-22: Initiate Biweekly Pay Cycle - Inbound Integration - Input Review - Retro Pay Calculation</div>	28

May 2019						
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# Workday Production Schedule

# July 2019

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# Workday Production Schedule

# August 2019

Monday	Tuesday	Wednesday	Thursday	Friday																																																																																											
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