

# September 2024

## Workday Services Scheduled Activities

Monday	Tuesday	Wednesday	Thursday	Friday																																																																																				
<p>2</p> <p>Labor Day for ALL, but: L/T</p>	<p>3</p> <p>#25-01 BW (Workstations): Review Pay Calc &amp; Complete Retro Pay Results; Review Payroll Reports</p> <p>Monthly Pay Day</p>	<p>4</p> <p>#25-01: BW (Production): - Recalculate payroll - Run Pay Complete - Settlement</p> <p>#25-01: BW (Workstations): Confirm Payroll Completion before 9 AM</p>	<p>5</p>	<p>6</p> <p>Biweekly Pay Day #25-01</p>																																																																																				
<p>9</p>	<p>10</p>	<p>11</p>	<p>12</p>	<p>13</p> <p>#25-02: Initiate BW Pay Cycle - Inbound Integration - Input Review - Retro Pay Calculation</p>																																																																																				
<p>16</p>	<p>17</p> <p>#25-02 BW (Workstations): Review Pay Calc &amp; Complete Retro Pay Results; Review Payroll Reports</p> <p>Initiate Monthly Pay Cycle - Inbound Integration - Input Review - Retro Pay Calculation</p>	<p>18</p> <p>#25-02: BW (Production): - Recalculate payroll - Run Pay Complete - Settlement</p> <p>#25-02: BW (Workstations): Confirm Payroll Completion before 9 AM</p>	<p>19</p>	<p>20</p> <p>Biweekly Pay Day #25-02</p>																																																																																				
<p>23</p> <p>Workstations: Review Pay Calc &amp; Complete Retro Pay Results; Review Payroll Reports</p>	<p>24</p> <p>Monthly Payroll (Production): - Recalculate - Run Pay Complete - Settlement</p> <p>Workstations: Confirm Payroll Completion before 9AM</p>	<p>25</p>	<p>26</p>	<p>27</p> <p>#25-03: Initiate BW Pay Cycle - Inbound Integration - Input Review - Retro Pay Calculation</p>																																																																																				
<p>30</p>	<p>Aug 2024</p> <table border="1"> <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>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>		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>Oct 2024</p> <table border="1"> <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			
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																																																																																					

# October 2024

## Workday Services Scheduled Activities

Monday	Tuesday	Wednesday	Thursday	Friday																																																
<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p style="text-align: center;">Sep 2024</p> <table border="1" style="width: 100%; text-align: center;"> <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></td><td></td><td></td><td></td><td></td><td></td> </tr> </table> </div> <div style="text-align: center; font-size: 2em; color: #8B0000;">1</div> <div style="border: 1px solid green; padding: 2px; margin-top: 5px; background-color: #008000; color: white;">                     #25-03 BW (Workstations): Review Pay Calc &amp; Complete Retro Pay Results; Review Payroll Reports                 </div> <div style="text-align: center; background-color: #00008B; color: white; padding: 2px; margin-top: 10px;">                     Monthly Pay Day                 </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							<div style="text-align: center; font-size: 2em; color: #8B0000;">2</div> <div style="border: 1px solid green; padding: 2px; margin-top: 5px; background-color: #008000; color: white;">                     #25-03: BW (Production): - Recalculate payroll - Run Pay Complete - Settlement                 </div> <div style="border: 1px solid green; padding: 2px; margin-top: 5px; background-color: #008000; color: white;">                     #25-03: BW (Workstations): Confirm Payroll Completion before 9 AM                 </div>	<div style="text-align: center; font-size: 2em; color: #8B0000;">3</div>	<div style="text-align: center; font-size: 2em; color: #8B0000;">4</div> <div style="text-align: center; background-color: #008000; color: white; padding: 2px; margin-top: 10px;">                     Biweekly Pay Day #25-03                 </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																																																				
<div style="text-align: center; font-size: 2em; color: #8B0000;">7</div>	<div style="text-align: center; font-size: 2em; color: #8B0000;">8</div>	<div style="text-align: center; font-size: 2em; color: #8B0000;">9</div>	<div style="text-align: center; font-size: 2em; color: #8B0000;">10</div>	<div style="text-align: center; font-size: 2em; color: #8B0000;">11</div> <div style="border: 1px solid green; padding: 2px; margin-top: 5px; background-color: #008000; color: white;">                     #25-04: Initiate BW Pay Cycle - Inbound Integration - Input Review - Retro Pay Calculation                 </div>																																																
<div style="text-align: center; font-size: 2em; color: #8B0000;">14</div>	<div style="text-align: center; font-size: 2em; color: #8B0000;">15</div> <div style="border: 1px solid green; padding: 2px; margin-top: 5px; background-color: #008000; color: white;">                     #25-04: BW (Workstations): Review Pay Calc &amp; Complete Retro Pay Results; Review Payroll Reports                 </div>	<div style="text-align: center; font-size: 2em; color: #8B0000;">16</div> <div style="border: 1px solid green; padding: 2px; margin-top: 5px; background-color: #008000; color: white;">                     #25-04: BW (Production): - Recalculate payroll - Run Pay Complete - Settlement                 </div> <div style="border: 1px solid green; padding: 2px; margin-top: 5px; background-color: #008000; color: white;">                     #25-04: BW (Workstations): Confirm Payroll Completion before 9 AM                 </div>	<div style="text-align: center; font-size: 2em; color: #8B0000;">17</div> <div style="border: 1px solid blue; padding: 2px; margin-top: 5px; background-color: #00008B; color: white;">                     Initiate Monthly Pay Cycle - Inbound Integration - Input Review - Retro Pay Calculation                 </div>	<div style="text-align: center; font-size: 2em; color: #8B0000;">18</div> <div style="text-align: center; background-color: #008000; color: white; padding: 2px; margin-top: 10px;">                     Biweekly Pay Day #25-04                 </div>																																																
<div style="text-align: center; font-size: 2em; color: #8B0000;">21</div>	<div style="text-align: center; font-size: 2em; color: #8B0000;">22</div>	<div style="text-align: center; font-size: 2em; color: #8B0000;">23</div> <div style="border: 1px solid blue; padding: 2px; margin-top: 5px; background-color: #00008B; color: white;">                     Workstations: Review Pay Calc &amp; Complete Retro Pay Results; Review Payroll Reports                 </div>	<div style="text-align: center; font-size: 2em; color: #8B0000;">24</div> <div style="border: 1px solid blue; padding: 2px; margin-top: 5px; background-color: #00008B; color: white;">                     Monthly Payroll (Production): - Recalculate Pay Complete - Run - Settlement                 </div> <div style="border: 1px solid blue; padding: 2px; margin-top: 5px; background-color: #00008B; color: white;">                     Workstations: Confirm Payroll Completion before 9AM                 </div>	<div style="text-align: center; font-size: 2em; color: #8B0000;">25</div> <div style="border: 1px solid green; padding: 2px; margin-top: 5px; background-color: #008000; color: white;">                     #25-05: Initiate BW Pay Cycle - Inbound Integration - Input Review - Retro Pay Calculation                 </div>																																																
<div style="text-align: center; font-size: 2em; color: #8B0000;">28</div>	<div style="text-align: center; font-size: 2em; color: #8B0000;">29</div> <div style="border: 1px solid green; padding: 2px; margin-top: 5px; background-color: #008000; color: white;">                     #25-05: BW (Workstations): Review Pay Calc &amp; Complete Retro Pay Results; Review Payroll Reports                 </div>	<div style="text-align: center; font-size: 2em; color: #8B0000;">30</div> <div style="border: 1px solid green; padding: 2px; margin-top: 5px; background-color: #008000; color: white;">                     #25-05: BW (Production): - Recalculate payroll - Run Pay Complete - Settlement                 </div> <div style="border: 1px solid green; padding: 2px; margin-top: 5px; background-color: #008000; color: white;">                     #25-05: BW (Workstations): Confirm Payroll Completion before 9 AM                 </div>	<div style="text-align: center; font-size: 2em; color: #8B0000;">31</div>	<div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center;">Nov 2024</p> <table border="1" style="width: 100%; text-align: center;"> <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></td> </tr> </table> </div>	M	T	W	T	F	S	S						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30						
M	T	W	T	F	S	S																																														
					1	2	3																																													
4	5	6	7	8	9	10																																														
11	12	13	14	15	16	17																																														
18	19	20	21	22	23	24																																														
25	26	27	28	29	30																																															

# November 2024

## Workday Services Scheduled Activities

Monday	Tuesday	Wednesday	Thursday	Friday																																																																																											
<div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; padding: 5px; background-color: #ffffcc;"> <p style="text-align: center;">Oct 2024</p> <table border="1" style="width: 100%; text-align: center;"> <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>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td></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> <div style="border: 1px solid black; padding: 5px; background-color: #ffffcc;"> <p style="text-align: center;">Dec 2024</p> <table border="1" style="width: 100%; text-align: center;"> <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> </div> </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	29	30	31						<p style="font-size: 2em; color: red;">1</p> <div style="background-color: #000080; color: white; padding: 2px; text-align: center; font-weight: bold;">Monthly Pay Day</div> <div style="background-color: #008000; color: white; padding: 2px; text-align: center; font-weight: bold;">Biweekly Pay Day #25-05</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	29																																																																																									
30	31																																																																																														
<p style="font-size: 2em; color: red;">4</p>	<p style="font-size: 2em; color: red;">5</p>	<p style="font-size: 2em; color: red;">6</p>	<p style="font-size: 2em; color: red;">7</p>	<p style="font-size: 2em; color: red;">8</p> <div style="border: 1px solid green; padding: 5px; margin-top: 10px;"> <p>#25-06: Initiate BW Pay Cycle - Inbound Integration - Input Review - Retro Pay Calculation</p> </div>																																																																																											
<p style="font-size: 2em; color: red;">11</p> <div style="background-color: #800000; color: white; padding: 2px; text-align: center; font-weight: bold; margin-top: 10px;">Veterans Dayfor: BKN</div>	<p style="font-size: 2em; color: red;">12</p> <div style="background-color: #008000; color: white; padding: 2px; text-align: center; font-weight: bold; margin-top: 10px;">#25-06 BW (Workstations): Review Pay Calc &amp; Complete Retro Pay Results; Review Payroll Reports</div>	<p style="font-size: 2em; color: red;">13</p> <div style="border: 1px solid green; padding: 5px; margin-top: 10px;"> <p>#25-06: BW (Production): - Recalculate payroll - Run Pay Complete - Settlement</p> </div> <div style="background-color: #008000; color: white; padding: 2px; text-align: center; font-weight: bold; margin-top: 5px;">#25-06: BW (Workstations): Confirm Payroll Completion before 9 AM</div>	<p style="font-size: 2em; color: red;">14</p> <div style="border: 1px solid blue; padding: 5px; margin-top: 10px;"> <p>Initiate Monthly Pay Cycle - Inbound Integration - Input Review - Retro Pay Calculation</p> </div>	<p style="font-size: 2em; color: red;">15</p> <div style="background-color: #008000; color: white; padding: 2px; text-align: center; font-weight: bold; margin-top: 10px;">Biweekly Pay Day #25-06</div>																																																																																											
<p style="font-size: 2em; color: red;">18</p>	<p style="font-size: 2em; color: red;">19</p>	<p style="font-size: 2em; color: red;">20</p> <div style="background-color: #000080; color: white; padding: 2px; text-align: center; font-weight: bold; margin-top: 10px;">Workstations: Review Pay Calc &amp; Complete Retro Pay Results; Review Payroll Reports</div>	<p style="font-size: 2em; color: red;">21</p> <div style="border: 1px solid green; padding: 5px; margin-top: 10px;"> <p>#25-07: Initiate BW Pay Cycle - Inbound Integration - Input Review - Retro Pay Calculation</p> </div> <div style="border: 1px solid blue; padding: 5px; margin-top: 5px;"> <p>Monthly Payroll (Production): - Recalculate - Run Pay Complete - Settlement</p> </div> <div style="background-color: #000080; color: white; padding: 2px; text-align: center; font-weight: bold; margin-top: 5px;">Workstations: Confirm Payroll Completion before 9AM</div>	<p style="font-size: 2em; color: red;">22</p>																																																																																											
<p style="font-size: 2em; color: red;">25</p> <div style="background-color: #008000; color: white; padding: 2px; text-align: center; font-weight: bold; margin-top: 10px;">#25-07: BW (Workstations): Review Pay Calc &amp; Complete Retro Pay Results; Review Payroll Reports</div>	<p style="font-size: 2em; color: red;">26</p> <div style="border: 1px solid green; padding: 5px; margin-top: 10px;"> <p>#25-07: BW (Production): - Recalculate payroll - Run Pay Complete - Settlement</p> </div> <div style="background-color: #008000; color: white; padding: 2px; text-align: center; font-weight: bold; margin-top: 5px;">#25-07: BW (Workstations): Confirm Payroll Completion before 9 AM</div>	<p style="font-size: 2em; color: red;">27</p> <p style="text-align: center; margin-top: 10px;">Anticipated Early Release</p>	<p style="font-size: 2em; color: red;">28</p> <div style="background-color: #800000; color: white; padding: 2px; text-align: center; font-weight: bold; margin-top: 10px;">Thanksgiving Day</div>	<p style="font-size: 2em; color: red;">29</p> <div style="background-color: #008000; color: white; padding: 2px; text-align: center; font-weight: bold; margin-top: 10px;">Biweekly Pay Day #25-07</div>																																																																																											

# December 2024

## Workday Services Scheduled Activities

Monday	Tuesday	Wednesday	Thursday	Friday																																																																																																		
2  Monthly Pay Day	3	4	5	6  #25-08: Initiate BW Pay Cycle - Inbound Integration - Input Review - Retro Pay Calculation																																																																																																		
9	10  #25-08 BW (Workstations): Review Pay Calc & Complete Retro Pay Results; Review Payroll Reports	11  #25-08: BW (Production): - Recalculate payroll - Run, Pay Complete - Settlement  #25-08: BW (Workstations): Confirm Payroll Completion before 9 AM	12  Initiate Monthly Pay Cycle - Inbound Integration - Input Review - Retro Pay Calculation	13  #25-09: Initiate BW Pay Cycle - Inbound Integration - Input Review - Retro Pay Calculation  Biweekly Pay Day #25-08																																																																																																		
16	17  #25-09: BW (Workstations): Review Pay Calc & Complete Retro Pay Results; Review Payroll Reports	18  #25-09: BW (Production): - Recalculate payroll - Run, Pay Complete - Settlement  #25-09: BW (Workstations): Confirm Payroll Completion before 9 AM  Workstations: Review Pay Calc & Complete Retro Pay Results; Review Payroll Reports	19  Monthly Payroll (Production): - Recalculate - Run Pay Complete - Settlement  Workstations: Confirm Payroll Completion before 9 AM	20																																																																																																		
23  Winter Break: L & O only Anticipated Early Release	24	25	26	27  Biweekly Pay Day #25-09																																																																																																		
Winter Break for B Winter Break (A,C,D,E,F,G,H,I,J,K,L,M,N,O,P,R,S,T,W,X)																																																																																																						
30  Winter Break (A,C,D,E,F,G,H,I,J,K,L,M,N,O,P,R,S,T,W,X)	31	<table border="1" style="width: 100%;"> <thead> <tr> <th colspan="7">Nov 2024</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>3</td> </tr> <tr> <td>4</td> <td>5</td> <td>6</td> <td>7</td> <td>8</td> <td>9</td> <td>10</td> </tr> <tr> <td>11</td> <td>12</td> <td>13</td> <td>14</td> <td>15</td> <td>16</td> <td>17</td> </tr> <tr> <td>18</td> <td>19</td> <td>20</td> <td>21</td> <td>22</td> <td>23</td> <td>24</td> </tr> <tr> <td>25</td> <td>26</td> <td>27</td> <td>28</td> <td>29</td> <td>30</td> <td></td> </tr> </tbody> </table> <table border="1" style="width: 100%;"> <thead> <tr> <th colspan="7">Jan 2025</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>31</td> <td></td> <td></td> </tr> </tbody> </table>			Nov 2024							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 2025							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		
Nov 2024																																																																																																						
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 2025																																																																																																						
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																																																																																																		

# January 2025

## Workday Services Scheduled Activities

Monday	Tuesday	Wednesday	Thursday	Friday																																																																																									
<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p style="text-align: center;">Dec 2024</p> <table border="1" style="width: 100%; text-align: center;"> <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> </div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p style="text-align: center;">Feb 2025</p> <table border="1" style="width: 100%; text-align: center;"> <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 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></td><td></td></tr> </table> </div> <div style="text-align: center; font-size: 2em; color: red; font-weight: bold;">1</div> <div style="background-color: #800000; color: white; text-align: center; padding: 2px; margin-top: 5px;">New Year's Day</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			<div style="text-align: center; font-size: 2em; color: red; font-weight: bold;">2</div> <div style="background-color: #000080; color: white; text-align: center; padding: 2px; margin-top: 5px;">Monthly Pay Day</div>	<div style="text-align: center; font-size: 2em; color: red; font-weight: bold;">3</div> <div style="border: 1px solid green; padding: 5px; margin-top: 5px;"> <p>#25-10: Initiate BW Pay Cycle - Inbound Integration - Input Review - Retro Pay Calculation</p> </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																																																																																									
<div style="text-align: center; font-size: 2em; color: red; font-weight: bold;">6</div>	<div style="text-align: center; font-size: 2em; color: red; font-weight: bold;">7</div> <div style="border: 1px solid green; padding: 5px; margin-top: 5px;"> <p>#25-10 BW (Workstations): Review Pay Calc &amp; Complete Retro Pay Results; Review Payroll Reports</p> </div>	<div style="text-align: center; font-size: 2em; color: red; font-weight: bold;">8</div> <div style="border: 1px solid green; padding: 5px; margin-top: 5px;"> <p>#25-10: BW (Production): - Recalculate payroll - Run Pay Complete - Settlement</p> </div> <div style="border: 1px solid green; padding: 5px; margin-top: 5px;"> <p>#25-10: BW (Workstations): Confirm Payroll Completion before 9 AM</p> </div>	<div style="text-align: center; font-size: 2em; color: red; font-weight: bold;">9</div>	<div style="text-align: center; font-size: 2em; color: red; font-weight: bold;">10</div> <div style="background-color: #008000; color: white; text-align: center; padding: 2px; margin-top: 5px;">Biweekly Pay Day #25-10</div>																																																																																									
<div style="text-align: center; font-size: 2em; color: red; font-weight: bold;">13</div>	<div style="text-align: center; font-size: 2em; color: red; font-weight: bold;">14</div>	<div style="text-align: center; font-size: 2em; color: red; font-weight: bold;">15</div>	<div style="text-align: center; font-size: 2em; color: red; font-weight: bold;">16</div> <div style="border: 1px solid green; padding: 5px; margin-top: 5px;"> <p>#25-11: Initiate BW Pay Cycle - Inbound Integration - Input Review - Retro Pay Calculation</p> </div>	<div style="text-align: center; font-size: 2em; color: red; font-weight: bold;">17</div> <div style="border: 1px solid blue; padding: 5px; margin-top: 5px;"> <p>Initiate Monthly Pay Cycle - Inbound Integration - Input Review - Retro Pay Calculation</p> </div>																																																																																									
<div style="text-align: center; font-size: 2em; color: red; font-weight: bold;">20</div> <div style="background-color: #800000; color: white; text-align: center; padding: 2px; margin-top: 5px;">Martin Luther King, Jr. Day</div>	<div style="text-align: center; font-size: 2em; color: red; font-weight: bold;">21</div> <div style="border: 1px solid green; padding: 5px; margin-top: 5px;"> <p>#25-11 BW (Workstations): Review Pay Calc &amp; Complete Retro Pay Results; Review Payroll Reports</p> </div>	<div style="text-align: center; font-size: 2em; color: red; font-weight: bold;">22</div> <div style="border: 1px solid green; padding: 5px; margin-top: 5px;"> <p>#25-11: BW (Production): - Recalculate payroll - Run Pay Complete - Settlement</p> </div> <div style="border: 1px solid green; padding: 5px; margin-top: 5px;"> <p>#25-11: BW (Workstations): Confirm Payroll Completion before 9 AM</p> </div>	<div style="text-align: center; font-size: 2em; color: red; font-weight: bold;">23</div>	<div style="text-align: center; font-size: 2em; color: red; font-weight: bold;">24</div> <div style="background-color: #000080; color: white; padding: 5px; margin-top: 5px;"> <p>Workstations: Review Pay Calc &amp; Complete Retro Pay Results; Review Payroll Reports</p> </div> <div style="background-color: #008000; color: white; text-align: center; padding: 2px; margin-top: 5px;">Biweekly Pay Day #25-11</div>																																																																																									
<div style="text-align: center; font-size: 2em; color: red; font-weight: bold;">27</div> <div style="border: 1px solid blue; padding: 5px; margin-top: 5px;"> <p>Monthly Payroll (Production): - Recalculate - Run Pay Complete - Settlement</p> </div> <div style="background-color: #000080; color: white; padding: 5px; margin-top: 5px;"> <p>Workstations: Confirm Payroll Completion before 9AM</p> </div>	<div style="text-align: center; font-size: 2em; color: red; font-weight: bold;">28</div>	<div style="text-align: center; font-size: 2em; color: red; font-weight: bold;">29</div>	<div style="text-align: center; font-size: 2em; color: red; font-weight: bold;">30</div>	<div style="text-align: center; font-size: 2em; color: red; font-weight: bold;">31</div> <div style="border: 1px solid green; padding: 5px; margin-top: 5px;"> <p>#25-12: Initiate BW Pay Cycle - Inbound Integration - Input Review - Retro Pay Calculation</p> </div>																																																																																									

# February 2025

## Workday Services Scheduled Activities

Monday	Tuesday	Wednesday	Thursday	Friday
<p>3</p> <p>Monthly Pay Day</p>	<p>4</p> <p>#25-12: BW (Workstations): Review Pay Calc &amp; Complete Retro Pay Results; Review Payroll Reports</p>	<p>5</p> <p>#25-12: BW (Production): - Recalculate payroll - Run Pay Complete - Settlement</p> <p>#25-12: BW (Workstations): Confirm Payroll Completion before 9 AM</p>	<p>6</p>	<p>7</p> <p>Biweekly Pay Day #25-12</p>
<p>10</p>	<p>11</p>	<p>12</p>	<p>13</p>	<p>14</p> <p>#25-13: Initiate BW Pay Cycle - Inbound Integration - Input Review - Retro Pay Calculation</p>
<p>17</p> <p>Initiate Monthly Pay Cycle - Inbound Integration - Input Review - Retro Pay Calculation</p> <p>President's Day for: B, V</p>	<p>18</p> <p>#25-13: BW (Workstations): Review Pay Calc &amp; Complete Retro Pay Results; Review Payroll Reports</p>	<p>19</p> <p>#25-13: BW (Production): - Recalculate payroll - Run Pay Complete - Settlement</p> <p>#25-13: BW (Workstations): Confirm Payroll Completion before 9 AM</p>	<p>20</p>	<p>21</p> <p>Workstations: Review Pay Calc &amp; Complete Retro Pay Results; Review Payroll Reports</p> <p>Biweekly Pay Day #25-13</p>
<p>24</p> <p>Monthly Payroll (Production): - Recalculate - Run Pay Complete - Settlement</p> <p>Workstations: Confirm Payroll Completion before 9AM</p>	<p>25</p>	<p>26</p>	<p>27</p>	<p>28</p> <p>#25-14: Initiate BW Pay Cycle - Inbound Integration - Input Review - Retro Pay Calculation</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						

# March 2025

## Workday Services Scheduled Activities

Monday	Tuesday	Wednesday	Thursday	Friday																																																																																				
<p>3</p> <p>Monthly Pay Day</p>	<p>4</p> <p>#25-14: BW (Workstations): Review Pay Calc &amp; Complete Retro Pay Results, Review Payroll Reports</p>	<p>5</p> <p>#25-14: BW (Production): - Recalculate payroll - Run Pay Complete - Settlement</p> <p>#25-14: BW (Workstations): Confirm Payroll Completion before 9 AM</p>	<p>6</p>	<p>7</p> <p>Biweekly Pay Day #25-14</p>																																																																																				
<p>10</p>	<p>11</p>	<p>12</p> <p>#25-15: Initiate BW Pay Cycle - Inbound Integration - Input Review - Retro Pay Calculation</p>	<p>13</p>	<p>14</p> <p>Spring Break for ACDEFGHILMNPRSWX</p>																																																																																				
<p>17</p> <p>Initiate Monthly Pay Cycle - Inbound Integration - Input Review - Retro Pay Calculation</p>	<p>18</p> <p>#25-15: BW (Workstations): Review Pay Calc &amp; Complete Retro Pay Results, Review Payroll Reports</p>	<p>19</p> <p>#25-15: BW (Production): - Recalculate payroll - Run Pay Complete - Settlement</p> <p>#25-15: BW (Workstations): Confirm Payroll Completion before 9 AM</p>	<p>20</p> <p>Spring Break for T</p>	<p>21</p> <p>Spring Break for J</p> <p>Biweekly Pay Day #25-15</p>																																																																																				
<p>24</p> <p>Workstations: Review Pay Calc &amp; Complete Retro Pay Results, Review Payroll Reports</p>	<p>25</p> <p>Monthly Payroll (Production): - Recalculate - Run Pay Complete - Settlement</p> <p>Workstations: Confirm Payroll Completion before 9AM</p>	<p>26</p>	<p>27</p>	<p>28</p> <p>#25-16: Initiate BW Pay Cycle - Inbound Integration - Input Review - Retro Pay Calculation</p>																																																																																				
<p>31</p>	<p>Feb 2025</p> <table border="1"> <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>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> <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></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			<p>Apr 2025</p> <table border="1"> <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></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				
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																																																																																				
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																																																																																						

# April 2025

## Workday Services Scheduled Activities

Monday	Tuesday	Wednesday	Thursday	Friday																																																																																																		
	<p><b>1</b></p> <p>#25-16: BW (Workstations): Review Pay Calc &amp; Complete Retro Pay Results; Review Payroll Reports</p> <p>Monthly Pay Day</p>	<p><b>2</b></p> <p>#25-16: BW (Production): - Recalculate payroll - Run Pay Complete - Settlement</p> <p>#25-16: BW (Workstations): Confirm Payroll Completion before 9 AM</p>	<p><b>3</b></p>	<p><b>4</b></p> <p>Biweekly Pay Day #25-16</p>																																																																																																		
<p><b>7</b></p>	<p><b>8</b></p>	<p><b>9</b></p>	<p><b>10</b></p>	<p><b>11</b></p> <p>#25-17: Initiate BW Pay Cycle - Inbound Integration - Input Review - Retro Pay Calculation</p>																																																																																																		
<p><b>14</b></p>	<p><b>15</b></p> <p>#25-17: BW (Workstations): Review Pay Calc &amp; Complete Retro Pay Results; Review Payroll Reports</p>	<p><b>16</b></p> <p>#25-17: BW (Production): - Recalculate payroll - Run Pay Complete - Settlement</p> <p>#25-17: BW (Workstations): Confirm Payroll Completion before 9 AM</p>	<p><b>17</b></p> <p>Initiate Monthly Pay Cycle - Inbound Integration - Input Review - Retro Pay Calculation</p>	<p><b>18</b></p> <p>Biweekly Pay Day #25-17 Anticipated Early Release</p>																																																																																																		
<p><b>21</b></p> <p>San Jacinto Day for B</p>	<p><b>22</b></p>	<p><b>23</b></p> <p>Workstations: Review Pay Calc &amp; Complete Retro Pay Results; Review Payroll Reports</p>	<p><b>24</b></p> <p>Monthly Payroll (Production): - Recalculate - Run Pay Complete - Settlement</p> <p>Workstations: Confirm Payroll Completion before 9AM</p>	<p><b>25</b></p> <p>#25-18: Initiate BW Pay Cycle - Inbound Integration - Input Review - Retro Pay Calculation</p>																																																																																																		
<p><b>28</b></p>	<p><b>29</b></p> <p>#25-18: BW (Workstations): Review Pay Calc &amp; Complete Retro Pay Results; Review Payroll Reports</p>	<p><b>30</b></p> <p>#25-18: BW (Production): - Recalculate payroll - Run Pay Complete - Settlement</p> <p>#25-18: BW (Workstations): Confirm Payroll Completion before 9 AM</p>	<p>Mar 2025</p> <table border="1"> <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>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> <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> <tr> <td>31</td> <td></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							<p>May 2025</p> <table border="1"> <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>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> <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> <tr> <td>31</td> <td></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						
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																																																																																																						



# May 2025

## Workday Services Scheduled Activities

Monday	Tuesday	Wednesday	Thursday	Friday																																																																																											
<div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; padding: 5px; background-color: #ffffcc;"> <p style="text-align: center;">Apr 2025</p> <table border="1" style="width: 100%; text-align: center;"> <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>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></td><td></td><td></td><td></td></tr> </table> </div> <div style="border: 1px solid black; padding: 5px; background-color: #ffffcc;"> <p style="text-align: center;">Jun 2025</p> <table border="1" style="width: 100%; text-align: center;"> <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></td><td></td><td></td><td></td><td></td><td></td></tr> </table> </div> </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							1	2
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																																																																																															
			Monthly Pay Day	Biweekly Pay Day #25-18																																																																																											
5	6	7	8	9																																																																																											
				#25-19: Initiate BW Pay Cycle - Inbound Integration - Input Review - Retro Pay Calculation																																																																																											
12	13	14	15	16																																																																																											
	#25-19: BW (Workstations): Review Pay Calc & Complete Retro Pay Results, Review Payroll Reports	#25-19: BW (Production): - Recalculate payroll - Run Pay Complete - Settlement	Initiate Monthly Pay Cycle - Inbound Integration - Input Review - Retro Pay Calculation																																																																																												
		#25-19: BW (Workstations): Confirm Payroll Completion before 9 AM		Biweekly Pay Day #25-19																																																																																											
19	20	21	22	23																																																																																											
		#25-20: Initiate BW Pay Cycle - Inbound Integration - Input Review - Retro Pay Calculation	Monthly Payroll (Production): - Recalculate - Run Pay Complete - Settlement																																																																																												
		Workstations: Review Pay Calc & Complete Retro Pay Results; Review Payroll Reports	Workstations: Confirm Payroll Completion before 9AM																																																																																												
26	27	28	29	30																																																																																											
	#25-20: BW (Workstations): Review Pay Calc & Complete Retro Pay Results, Review Payroll Reports	#25-20: BW (Production): - Recalculate payroll - Run Pay Complete - Settlement																																																																																													
		#25-20: BW (Workstations): Confirm Payroll Completion before 9 AM		Biweekly Pay Day #25-20																																																																																											
<div style="background-color: #800000; color: white; padding: 5px; text-align: center;">                     Memorial Day                 </div>																																																																																															

# June 2025

## Workday Services Scheduled Activities

Monday	Tuesday	Wednesday	Thursday	Friday																																																																																																		
<p>2</p> <p>Monthly Pay Day</p>	<p>3</p>	<p>4</p>	<p>5</p>	<p>6</p> <p>#25-21: Initiate BW Pay Cycle - Inbound Integration - Input Review - Retro Pay Calculation</p>																																																																																																		
<p>9</p>	<p>10</p> <p>#25-21: BW (Workstations): Review Pay Calc &amp; Complete Retro Pay Results; Review Payroll Reports</p>	<p>11</p> <p>#25-21: BW (Production): - Recalculate payroll - Run Pay Complete - Settlement</p> <p>#25-21: BW (Workstations): Confirm Payroll Completion before 9 AM</p>	<p>12</p>	<p>13</p> <p>Biweekly Pay Day #25-21</p>																																																																																																		
<p>16</p> <p>Initiate Monthly Pay Cycle - Inbound Integration - Input Review - Retro Pay Calculation</p>	<p>17</p>	<p>18</p>	<p>19</p> <p>Juneteenth</p>	<p>20</p> <p>#25-22: Initiate BW Pay Cycle - Inbound Integration - Input Review - Retro Pay Calculation</p>																																																																																																		
<p>23</p> <p>Workstations: Review Pay Calc &amp; Complete Retro Pay Results; Review Payroll Reports</p>	<p>24</p> <p>#25-22: BW (Workstations): Review Pay Calc &amp; Complete Retro Pay Results; Review Payroll Reports</p> <p>Monthly Payroll (Production): - Recalculate - Run Pay Complete - Settlement</p> <p>Workstations: Confirm Payroll Completion before 9AM</p>	<p>25</p> <p>#25-22: BW (Production): - Recalculate payroll - Run Pay Complete - Settlement</p> <p>#25-22: BW (Workstations): Confirm Payroll Completion before 9 AM</p>	<p>26</p>	<p>27</p> <p>Biweekly Pay Day #25-22</p>																																																																																																		
<p>30</p>	<table border="1"> <thead> <tr> <th colspan="7">May 2025</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>		May 2025							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"> <thead> <tr> <th colspan="7">Jul 2025</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>		Jul 2025							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 2025																																																																																																						
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																																																																																																	
Jul 2025																																																																																																						
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																																																																																																			

# July 2025

## Workday Services Scheduled Activities

Monday	Tuesday	Wednesday	Thursday	Friday																																																	
<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p style="text-align: center;">Jun 2025</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">M</td> <td style="text-align: center;">T</td> <td style="text-align: center;">W</td> <td style="text-align: center;">T</td> <td style="text-align: center;">F</td> <td style="text-align: center;">S</td> <td style="text-align: center;">S</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td style="text-align: center;">1</td> </tr> <tr> <td style="text-align: center;">2</td> <td style="text-align: center;">3</td> <td style="text-align: center;">4</td> <td style="text-align: center;">5</td> <td style="text-align: center;">6</td> <td style="text-align: center;">7</td> <td style="text-align: center;">8</td> </tr> <tr> <td style="text-align: center;">9</td> <td style="text-align: center;">10</td> <td style="text-align: center;">11</td> <td style="text-align: center;">12</td> <td style="text-align: center;">13</td> <td style="text-align: center;">14</td> <td style="text-align: center;">15</td> </tr> <tr> <td style="text-align: center;">16</td> <td style="text-align: center;">17</td> <td style="text-align: center;">18</td> <td style="text-align: center;">19</td> <td style="text-align: center;">20</td> <td style="text-align: center;">21</td> <td style="text-align: center;">22</td> </tr> <tr> <td style="text-align: center;">23</td> <td style="text-align: center;">24</td> <td style="text-align: center;">25</td> <td style="text-align: center;">26</td> <td style="text-align: center;">27</td> <td style="text-align: center;">28</td> <td style="text-align: center;">29</td> </tr> <tr> <td style="text-align: center;">30</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table> </div> <div style="text-align: center; font-size: 2em; color: red; font-weight: bold;">1</div> <div style="background-color: #000080; color: white; text-align: center; padding: 5px; margin-top: 10px;">Monthly Pay Day</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							<div style="text-align: center; font-size: 2em; color: red; font-weight: bold;">2</div> <div style="border: 1px solid green; padding: 5px; margin-top: 10px;"> <p>#25-23: Initiate BW Pay Cycle - Inbound Integration - Input Review - Retro Pay Calculation</p> </div>	<div style="text-align: center; font-size: 2em; color: red; font-weight: bold;">3</div> <div style="text-align: center; margin-top: 10px;">Anticipated Early Release</div>	<div style="text-align: center; font-size: 2em; color: red; font-weight: bold;">4</div> <div style="background-color: #800000; color: white; text-align: center; padding: 5px; margin-top: 10px;">Independence Day</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																																																					
<div style="text-align: center; font-size: 2em; color: red; font-weight: bold;">7</div>	<div style="text-align: center; font-size: 2em; color: red; font-weight: bold;">8</div> <div style="border: 1px solid green; padding: 5px; margin-top: 10px;"> <p>#25-23: BW (Workstations): Review Pay Calc &amp; Complete Retro Pay Results; Review Payroll Reports</p> </div>	<div style="text-align: center; font-size: 2em; color: red; font-weight: bold;">9</div> <div style="border: 1px solid green; padding: 5px; margin-top: 10px;"> <p>#25-23: BW (Production): - Recalculate payroll - Run Pay Complete - Settlement</p> </div> <div style="border: 1px solid green; padding: 5px; margin-top: 5px;"> <p>#25-23: BW (Workstations): Confirm Payroll Completion before 9 AM</p> </div>	<div style="text-align: center; font-size: 2em; color: red; font-weight: bold;">10</div>	<div style="text-align: center; font-size: 2em; color: red; font-weight: bold;">11</div> <div style="background-color: #008000; color: white; text-align: center; padding: 5px; margin-top: 10px;">Biweekly Pay Day #25-23</div>																																																	
<div style="text-align: center; font-size: 2em; color: red; font-weight: bold;">14</div>	<div style="text-align: center; font-size: 2em; color: red; font-weight: bold;">15</div>	<div style="text-align: center; font-size: 2em; color: red; font-weight: bold;">16</div>	<div style="text-align: center; font-size: 2em; color: red; font-weight: bold;">17</div> <div style="border: 1px solid blue; padding: 5px; margin-top: 10px;"> <p>Initiate Monthly Pay Cycle - Inbound Integration - Input Review - Retro Pay Calculation</p> </div>	<div style="text-align: center; font-size: 2em; color: red; font-weight: bold;">18</div> <div style="border: 1px solid green; padding: 5px; margin-top: 10px;"> <p>#25-24: Initiate BW Pay Cycle - Inbound Integration - Input Review - Retro Pay Calculation</p> </div>																																																	
<div style="text-align: center; font-size: 2em; color: red; font-weight: bold;">21</div>	<div style="text-align: center; font-size: 2em; color: red; font-weight: bold;">22</div> <div style="border: 1px solid green; padding: 5px; margin-top: 10px;"> <p>#25-24: BW (Workstations): Review Pay Calc &amp; Complete Retro Pay Results; Review Payroll Reports</p> </div>	<div style="text-align: center; font-size: 2em; color: red; font-weight: bold;">23</div> <div style="border: 1px solid green; padding: 5px; margin-top: 10px;"> <p>#25-24: BW (Production): - Recalculate payroll - Run Pay Complete - Settlement</p> </div> <div style="border: 1px solid green; padding: 5px; margin-top: 5px;"> <p>#25-24: BW (Workstations): Confirm Payroll Completion before 9 AM</p> </div> <div style="background-color: #000080; color: white; padding: 5px; margin-top: 5px;"> <p>Workstations: Review Pay Calc &amp; Complete Retro Pay Results; Review Payroll Reports</p> </div>	<div style="text-align: center; font-size: 2em; color: red; font-weight: bold;">24</div> <div style="border: 1px solid blue; padding: 5px; margin-top: 10px;"> <p>Monthly Payroll (Production): - Recalculate - Run Pay Complete - Settlement</p> </div> <div style="background-color: #000080; color: white; padding: 5px; margin-top: 5px;"> <p>Workstations: Confirm Payroll Completion before 9AM</p> </div>	<div style="text-align: center; font-size: 2em; color: red; font-weight: bold;">25</div> <div style="background-color: #008000; color: white; text-align: center; padding: 5px; margin-top: 10px;">Biweekly Pay Day #25-24</div>																																																	
<div style="text-align: center; font-size: 2em; color: red; font-weight: bold;">28</div>	<div style="text-align: center; font-size: 2em; color: red; font-weight: bold;">29</div>	<div style="text-align: center; font-size: 2em; color: red; font-weight: bold;">30</div>	<div style="text-align: center; font-size: 2em; color: red; font-weight: bold;">31</div>	<div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p style="text-align: center;">Aug 2025</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">M</td> <td style="text-align: center;">T</td> <td style="text-align: center;">W</td> <td style="text-align: center;">T</td> <td style="text-align: center;">F</td> <td style="text-align: center;">S</td> <td style="text-align: center;">S</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td style="text-align: center;">1</td> <td style="text-align: center;">2</td> </tr> <tr> <td style="text-align: center;">3</td> <td style="text-align: center;">4</td> <td style="text-align: center;">5</td> <td style="text-align: center;">6</td> <td style="text-align: center;">7</td> <td style="text-align: center;">8</td> <td style="text-align: center;">9</td> </tr> <tr> <td style="text-align: center;">10</td> <td style="text-align: center;">11</td> <td style="text-align: center;">12</td> <td style="text-align: center;">13</td> <td style="text-align: center;">14</td> <td style="text-align: center;">15</td> <td style="text-align: center;">16</td> </tr> <tr> <td style="text-align: center;">17</td> <td style="text-align: center;">18</td> <td style="text-align: center;">19</td> <td style="text-align: center;">20</td> <td style="text-align: center;">21</td> <td style="text-align: center;">22</td> <td style="text-align: center;">23</td> </tr> <tr> <td style="text-align: center;">24</td> <td style="text-align: center;">25</td> <td style="text-align: center;">26</td> <td style="text-align: center;">27</td> <td style="text-align: center;">28</td> <td style="text-align: center;">29</td> <td style="text-align: center;">30</td> </tr> <tr> <td style="text-align: center;">31</td> <td></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						
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																																																					

# August 2025

## Workday Services Scheduled Activities

Monday	Tuesday	Wednesday	Thursday	Friday																																																																																																		
<table border="1"> <thead> <tr> <th colspan="7">Jul 2025</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> <table border="1"> <thead> <tr> <th colspan="7">Sep 2025</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></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>				Jul 2025							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				Sep 2025							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><b>1</b></p> <div style="border: 1px solid green; padding: 5px;">                     #25-25: Initiate BW Pay Cycle - Inbound Integration - Input Review - Retro Pay Calculation                 </div> <div style="background-color: #000080; color: white; text-align: center; padding: 5px; margin-top: 10px;">                     Monthly Pay Day                 </div>
Jul 2025																																																																																																						
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																																																																																																			
Sep 2025																																																																																																						
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><b>4</b></p>	<p><b>5</b></p> <div style="background-color: #008000; color: white; padding: 5px;">                     #25-25: BW (Workstations): Review Pay Calc &amp; Complete Retro Pay Results; Review Payroll Reports                 </div>	<p><b>6</b></p> <div style="border: 1px solid green; padding: 5px;">                     #25-25: BW (Production): - Recalculate payroll - Run Pay Complete - Settlement                 </div> <div style="background-color: #008000; color: white; padding: 5px;">                     #25-25: BW (Workstations): Confirm Payroll Completion before 9 AM                 </div>	<p><b>7</b></p>	<p><b>8</b></p> <div style="background-color: #008000; color: white; text-align: center; padding: 5px; margin-top: 10px;">                     Biweekly Pay Day #25-25                 </div>																																																																																																		
<p><b>11</b></p>	<p><b>12</b></p>	<p><b>13</b></p>	<p><b>14</b></p>	<p><b>15</b></p> <div style="border: 1px solid green; padding: 5px;">                     #25-26: Initiate BW Pay Cycle - Inbound Integration - Input Review - Retro Pay Calculation                 </div>																																																																																																		
<p><b>18</b></p> <div style="border: 1px solid blue; padding: 5px;">                     Initiate Monthly Pay Cycle - Inbound Integration - Input Review - Retro Pay Calculation                 </div>	<p><b>19</b></p> <div style="background-color: #008000; color: white; padding: 5px;">                     #25-26: BW (Workstations): Review Pay Calc &amp; Complete Retro Pay Results; Review Payroll Reports                 </div>	<p><b>20</b></p> <div style="border: 1px solid green; padding: 5px;">                     #25-26: BW (Production): - Recalculate payroll - Run Pay Complete - Settlement                 </div> <div style="background-color: #008000; color: white; padding: 5px;">                     #25-26: BW (Workstations): Confirm Payroll Completion before 9 AM                 </div>	<p><b>21</b></p>	<p><b>22</b></p> <div style="background-color: #000080; color: white; padding: 5px;">                     Workstations: Review Pay Calc &amp; Complete Retro Pay Results; Review Payroll Reports                 </div> <div style="background-color: #008000; color: white; text-align: center; padding: 5px; margin-top: 10px;">                     Biweekly Pay Day #25-26                 </div>																																																																																																		
<p><b>25</b></p> <div style="border: 1px solid blue; padding: 5px;">                     Monthly Payroll (Production): - Recalculate - Run Pay Complete - Settlement                 </div> <div style="background-color: #000080; color: white; padding: 5px; margin-top: 10px;">                     Workstations: Confirm Payroll Completion before 9 AM                 </div>	<p><b>26</b></p>	<p><b>27</b></p> <div style="background-color: #800000; color: white; text-align: center; padding: 5px; margin-top: 10px;">                     LBJ's Birthday for B                 </div>	<p><b>28</b></p> <div style="border: 1px solid green; padding: 5px;">                     #26-01: Initiate BW Pay Cycle - Inbound Integration - Input Review - Retro Pay Calculation                 </div>	<p><b>29</b></p>																																																																																																		