



Operations Calendar

Click on month below to view monthly calendar or scroll through the document to the desired page.

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Please remember:

Time Evaluation runs **DAILY**, Sunday - Saturday at 8am, 10am, 12pm, and 2pm.

Before the cut-off for keying time on Pre-Payroll and Final Payroll days, you should **ALWAYS** run the following reports:

PT_BAL00, Variant: 00_TIME_ERRORS (to identify any time not keyed)

PT_BAL00, Variant: 00_WWEEK_ERR (to identify work weeks with incorrect amount of hours keyed)

PT_QTA10, Variant: 00_NEG_BALANCE (to identify negative comp balances)

PT_ERL00, Variant: 00_ADVW_LEAVE (to identify anyone with adverse weather leave make-up causing OT)

Calendars are subject to change at ANY time. Please check back frequently to ensure you are working from the most current version.

Dates outlined in **RED** indicate an outage is scheduled for that day. Read the listed details for exact time.

Revised: 11/1/2023
 -SUBJECT TO CHANGE-

NOVEMBER 2023 KHRIS OPERATIONS CALENDAR

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Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29 <small>OCT 1-15</small>	30 <small>OCT 1-15</small> PAYDAY (PP20) 3pm/OFF-CYCLE requests due (cks for 11/1) <3PR Files Removed 12:01AM>	31 <small>OCT 1-15</small>	1 <small>OCT 16-31</small> TMA	2 <small>OCT 16-31</small> PERFORMANCE W/ PURPOSE	3 <small>OCT 16-31</small> 3pm/OFF-CYCLE requests due (cks for 11/7) 3pm/INTERFACE files due	4 <small>OCT 16-31</small> 8am/Down for monthly maintenance
5 <small>OCT 16-31</small> Until 6pm/Down	6 <small>OCT 16-31</small> 4:30pm-12am/Down for BN Billing	7 <small>OCT 16-31</small> 4:30pm-8pm/Down for INITIAL PAYROLL	8 <small>OCT 16-31</small> 4:30pm/Down for FINAL PAYROLL Earliest retro date reset to 6/23 MyPURPOSE RECRUITMENT	9 <small>OCT 16-31</small> 7am KHRIS Unlocked for Users Increment Lists (NOV)- DUE COB <3PR Files Available>	10 <small>OCT 16-31</small> HOLIDAY	11 <small>OCT 16-31</small>
12 <small>OCT 16-31</small>	13 <small>OCT 16-31</small> 3pm/OFF-CYCLE requests due (cks for 11/15) HRG-OM	14 <small>OCT 16-31</small> HRG-PA	15 <small>OCT 16-31</small> PAYDAY (PP21) 3pm/OFF-CYCLE requests due (cks for 11/17) <3PR Files Removed 12:01AM> HRG-TM	16 <small>NOV 1-15</small> HRG-PY	17 <small>NOV 1-15</small> 3pm/INTERFACE files due HRG-BN	18 <small>NOV 1-15</small>
19 <small>NOV 1-15</small>	20 <small>NOV 1-15</small> 4:30pm-8pm/Down for INITIAL PAYROLL	21 <small>NOV 1-15</small> 4:30pm/Down for FINAL PAYROLL	22 <small>NOV 1-15</small> 7am KHRIS Unlocked for Users 12pm/NC Processing-No downtime <3PR Files Available>	23 <small>NOV 1-15</small> HOLIDAY	24 <small>NOV 1-15</small> HOLIDAY	25 <small>NOV 1-15</small>
26 <small>NOV 1-15</small>	27 <small>NOV 1-15</small> Increment Lists (Dec)- Distributed	28 <small>NOV 1-15</small> 3pm/OFF-CYCLE requests due (cks for 11/30) <3PR Files Removed 12:01AM>	29 <small>NOV 1-15</small> 8am/W2c & Adj Run-No downtime	30 <small>NOV 1-15</small> PAYDAY (PP22) 3pm/OFF-CYCLE requests due (cks for 12/4) OM 200	1 <small>NOV 16-30</small>	2 <small>NOV 16-30</small> 6pm/Down for monthly maintenance

Revised: 12/6/2023
 -SUBJECT TO CHANGE-

DECEMBER 2023 KHRIS OPERATIONS CALENDAR

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Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26 NOV 1-15	27 NOV 1-15 12pm/NC Processing-No downtime Increment Lists (Dec)- Distributed	28 NOV 1-15 3pm/OFF-CYCLE requests due (cks for 11/30) <3PR Files Removed 12:01AM>	29 NOV 1-15 8am/W2c & Adj Run-No downtime	30 NOV 1-15 PAYDAY (PP22) 3pm/OFF-CYCLE requests due (cks for 12/4)	1 NOV 16-30 TMA	2 NOV 16-30 6pm/Down for monthly maintenance
3 NOV 16-30 Until 6pm/Down	4 NOV 16-30	5 NOV 16-30 3pm/INTERFACE files due 3pm/OFF-CYCLE requests due (cks for 12/7) FMLA	6 NOV 16-30 4:30pm-12am/Down for BN Billing Increment Lists (DEC)- DUE COB	7 NOV 16-30 4:30pm-8pm/Down for INITIAL PAYROLL PERFORMANCE W/ PURPOSE	8 NOV 16-30 4:30pm/Down for FINAL PAYROLL Earliest retro date reset to 7/23	9 NOV 16-30 7am KHRIS Unlocked for Users
10 NOV 16-30	11 NOV 16-30 <3PR Files Available> HRG-OM	12 NOV 16-30 HRG-PA	13 NOV 16-30 3pm/OFF-CYCLE requests due (cks for 12/15) HRG-TM	14 NOV 16-30 PERFORMANCE W/ PURPOSE HRG-PY	15 NOV 16-30 PAYDAY (PP23) 3pm/OFF-CYCLE requests due (cks for 12/19) 5pm/Down for system upgrade HRG-BN	16 DEC 1-15
17 DEC 1-15 6pm/KHRIS unlocked for users <3PR Files Removed 12:01AM>	18 DEC 1-15	19 DEC 1-15 12pm/NC Processing-No downtime 3pm/INTERFACE files due Increment Lists (Jan)- Distributed MyPURPOSE RECRUITMENT	20 DEC 1-15 4:30pm-8pm/Down for INITIAL PAYROLL	21 DEC 1-15 4:30pm/Down for FINAL PAYROLL PM ADMIN SYSTEM	22 DEC 1-15 7am KHRIS Unlocked for Users 3pm/OFF-CYCLE requests due (cks for 12/28) <3PR Files Available>	23 DEC 1-15
24 DEC 1-15	25 DEC 1-15 HOLIDAY	26 DEC 1-15 HOLIDAY	27 DEC 1-15 8am/W2c & Adj Run-No downtime	28 DEC 1-15 PAYDAY (PP24) 3pm/OFF-CYCLE requests due (cks for 1/3) 4pm-10pm/ W-2 Simulation No downtime <3PR Files Removed 12:01AM>	29 DEC 1-15 HOLIDAY	30 DEC 1-15
31 DEC 1-15	1 DEC 16-31 HOLIDAY	2 DEC 16-31 3pm/OFF-CYCLE requests due (cks for 01/04)	3 DEC 16-31 3pm/INTERFACE files due	4 DEC 16-31 4:30pm-8pm/Down for INITIAL PAYROLL	5 DEC 16-31 4:30pm/Down for FINAL PAYROLL Earliest retro date reset to 8/23	6 DEC 16-31 7am KHRIS Unlocked for Users 4pm-10pm/Down for W-2 Simulation



Revised: 08/02/2022
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JANUARY 2024 KHRIS OPERATIONS CALENDAR

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Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
31 <small>DEC 1-15</small>	1 <small>DEC 16-31</small> <div style="text-align: center; background-color: white; color: black; padding: 5px;">HOLIDAY</div>	2 <small>DEC 16-31</small> 3pm/OFF-CYCLE requests due <small>(cks for 01/04)</small>	3 <small>DEC 16-31</small> 3pm/INTERFACE files due <div style="background-color: #e0f0f0; text-align: center; padding: 2px;">TMA</div>	4 <small>DEC 16-31</small> 4:30pm-8pm/Down for INITIAL PAYROLL	5 <small>DEC 16-31</small> 4:30pm/Down for FINAL PAYROLL Earliest retro date reset to 8/23	6 <small>DEC 16-31</small> 7am KHRIS Unlocked for Users 4pm-10pm/Down for W-2 Simulation
7 <small>DEC 16-31</small>	8 <small>DEC 16-31</small> Increment Lists (Jan)- DUE COB 4:30pm-12am/Down for BN Billing <div style="text-align: center; font-size: small;"><3PR Files Available></div>	9 <small>DEC 16-31</small> ACA 1095-B & -C Production Run 8am/W2c & Adj Run-No downtime	10 <small>DEC 16-31</small> 3pm/OFF-CYCLE requests due <small>(cks for 1/12)</small> Backup for ACA 1095-B & -C Production Run <div style="background-color: #e0f0f0; text-align: center; padding: 2px;">POSITION DESCRIPTION</div>	11 <small>DEC 16-31</small> 4pm-10pm/ W-2 Simulation No downtime	12 <small>DEC 16-31</small> <div style="background-color: #008000; color: white; text-align: center; padding: 2px;">PAYDAY (PP01)</div> 3pm/OFF-CYCLE requests due <small>(cks for 1/17)</small> 5pm/Down for W-2 Production Run	13 <small>DEC 16-31</small> Down for W-2 Production Run
14 <small>DEC 16-31</small> Down for W-2 Production Run <div style="text-align: center; font-size: small;"><3PR Files Removed 12:01AM></div>	15 <small>DEC 16-31</small> Down for W-2 Production Run <div style="text-align: center; background-color: white; color: black; padding: 5px;">HOLIDAY</div>	16 <small>JAN 1-15</small> 6am KHRIS Unlocked for Users <div style="background-color: #e0f0f0; text-align: center; padding: 2px;">TMA</div>	17 <small>JAN 1-15</small> 3pm/OFF-CYCLE requests due <small>(cks for 1/19)</small>	18 <small>JAN 1-15</small> 3pm/INTERFACE files due Bonus Interfaces Due <div style="background-color: #e0f0f0; text-align: center; padding: 2px;">PERFORMANCE W/ PURPOSE</div>	19 <small>JAN 1-15</small>	20 <small>JAN 1-15</small>
21 <small>JAN 1-15</small>	22 <small>JAN 1-15</small> 4:30pm-8pm/Down for INITIAL PAYROLL	23 <small>JAN 1-15</small> 4:30pm/Down for FINAL PAYROLL	24 <small>JAN 1-15</small> 7am KHRIS Unlocked for Users Feb Increment Lists Distributed 12pm/NC Processing-No downtime <div style="text-align: center; font-size: small;"><3PR Files Available></div>	25 <small>JAN 1-15</small>	26 <small>JAN 1-15</small> 3pm/OFF-CYCLE requests due <small>(cks for 1/30)</small>	27 <small>JAN 1-15</small>
28 <small>JAN 1-15</small>	29 <small>JAN 1-15</small> 8am/W2c & Adj Run-No downtime	30 <small>JAN 1-15</small> <div style="background-color: #008000; color: white; text-align: center; padding: 2px;">PAYDAY (PP02)</div> 3pm/OFF-CYCLE requests due <small>(cks for 2/1)</small> W2 Filing Due & ACA Filing Due <div style="text-align: center; font-size: small;"><3PR Files Removed 12:01AM></div> <div style="background-color: #e0f0f0; text-align: center; padding: 2px;">TMA REFRESH</div>	31 <small>JAN 1-15</small>	1 <small>JAN 16-31</small>	2 <small>JAN 16-31</small>	3 <small>JAN 16-31</small> 6pm/Down for monthly maintenance

Revised: 07/25/2023
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FEBRUARY 2024 KHRIS OPERATIONS CALENDAR

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Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28 JAN 1-15	29 JAN 1-15 8am/W2c & Adj Run-No downtime	30 JAN 1-15 PAYDAY (PP02) 3pm/OFF-CYCLE requests due (cks for 2/1) W2 Filing Due & ACA Filing Due <3PR Files Removed 12:01AM>	31 JAN 1-15	1 JAN 16-31 COUNTY FEES HRG	2 JAN 16-31 COUNTY FEES HRG	3 JAN 16-31 6pm/Down for monthly maintenance
4 JAN 16-31 Down until 6pm for monthly maintenance	5 JAN 16-31 3pm/INTERFACE files due 3pm/OFF-CYCLE requests due (cks for 2/7)	6 JAN 16-31 Increment Lists (FEB)- DUE COB 4:30pm-12am/Down for BN Billing 8am/W2c & Adj Run-No downtime TMA	7 JAN 16-31 4:30pm-8pm/Down for INITIAL PAYROLL	8 JAN 16-31 4:30pm/Down for FINAL PAYROLL Earliest retro date reset to 9/23 PERFORMANCE W/ PURPOSE	9 JAN 16-31 7am KHRIS Unlocked for Users <3PR Files Available>	10 JAN 16-31
11 JAN 16-31	12 JAN 16-31 HRG-OM	13 JAN 16-31 3pm/OFF-CYCLE requests due (cks for 2/15) HRG-PA	14 JAN 16-31 HRG-TM	15 JAN 16-31 PAYDAY (PP03) 3pm/OFF-CYCLE requests due (cks for 2/20) *Checks dated for 2/20 because 2/19 is a Federal Reserve holiday <3PR Files Removed 12:01AM> HRG-PY	16 FEB 1-15 HRG-BN	17 FEB 1-15
18 FEB 1-15 <3PR Files Removed 12:01AM>	19 FEB 1-15	20 FEB 1-15 3pm/INTERFACE files due 3pm/OFF-CYCLE requests due (cks for 2/22) Bonus Interfaces Due MyPURPOSE RECRUITMENT	21 FEB 1-15 12pm/NC Processing-No downtime	22 FEB 1-15 4:30pm-8pm/Down for INITIAL PAYROLL PM ADMIN SYSTEM	23 FEB 1-15 4:30pm/Down for FINAL PAYROLL	24 FEB 1-15 7am KHRIS Unlocked for Users
25 FEB 1-15	26 FEB 1-15 Mar Increment Lists Distributed <3PR Files Available> TMA	27 FEB 1-15 3pm/OFF-CYCLE requests due (cks for 2/29) PA 200	28 FEB 1-15 8am/W2c & Adj Run-No downtime	29 FEB 1-15 PAYDAY (PP04) 3pm/OFF-CYCLE requests due (cks for 3/4) FUNDAMENTALS OF PY	1 FEB 16-28	2 FEB 16-28

Revised: 07/25/2023
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MARCH 2024 KHRIS OPERATIONS CALENDAR

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Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
25 FEB 1-15	26 FEB 1-15 7am KHRIS Unlocked for Users 12pm/NC Processing-No downtime Mar Increment Lists Distributed <3PR Files Available>	27 FEB 1-15 3pm/OFF-CYCLE requests due (cks for 2/28)	28 FEB 1-15 8am/W2c & Adj Run-No downtime	29 FEB 1-15 PAYDAY (PP04) 3pm/OFF-CYCLE requests due (cks for 3/4)	1 FEB 16-28	2 FEB 16-28
3 FEB 16-28 <3PR Files Removed 12:01AM>	4 FEB 16-28	5 FEB 16-28 3pm/INTERFACE files due 3pm/OFF-CYCLE requests due (cks for 3/7) TMA REFRESH	6 FEB 16-28 Increment Lists (MAR)- DUE COB 4:30pm-12am/Down for BN Billing WORKERS' COMP	7 FEB 16-28 4:30pm-8pm/Down for INITIAL PAYROLL	8 FEB 16-28 4:30pm/Down for FINAL PAYROLL Earliest retro date reset to 10/23	9 FEB 16-28 7am KHRIS Unlocked for Users 6pm/Down for monthly maintenance
10 FEB 16-28 Down until 6pm for monthly maintenance	11 FEB 16-28 <3PR Files Available> HRG-OM	12 FEB 16-28 HRG-PA	13 FEB 16-28 3pm/OFF-CYCLE requests due (cks for 3/15) HRG-TM	14 FEB 16-28 8am/W2c & Adj Run-No downtime HRG-PY	15 FEB 16-28 PAYDAY (PP05) 3pm/OFF-CYCLE requests due (cks for 3/19) HRG-BN	16 MAR 1-15
17 MAR 1-15 <3PR Files Removed 12:01AM>	18 MAR 1-15 COUNTY FEES PY 200	19 MAR 1-15 3pm/INTERFACE files due 3pm/OFF-CYCLE requests due (cks for 3/21) Bonus Interfaces Due MyPURPOSE RECRUITMENT	20 MAR 1-15 OM 200	21 MAR 1-15 4:30pm-8pm/Down for INITIAL PAYROLL	22 MAR 1-15 4:30pm/Down for FINAL PAYROLL	23 MAR 1-15 7am KHRIS Unlocked for Users
24 MAR 1-15	25 MAR 1-15 Apr Increment Lists Distributed 12pm/NC Processing-No downtime <3PR Files Available>	26 MAR 1-15 TMA	27 MAR 1-15 3pm/OFF-CYCLE requests due (cks for 3/29)	28 MAR 1-15 8am/W2c & Adj Run-No downtime	29 MAR 1-15 PAYDAY (PP06) 1/2 DAY HOLIDAY	30 MAR 1-15
31 MAR 1-15 <3PR Files Removed 12:01AM>	1 MAR 16-30 3pm/OFF-CYCLE requests due (cks for 4/3)	2 MAR 16-30	3 MAR 16-30 3pm/OFF-CYCLE requests due (cks for 4/5)	4 MAR 16-30 3pm/INTERFACE files due	5 MAR 16-30 Increment Lists (MAR)- DUE COB 4:30pm-12am/Down for BN Billing	6 MAR 16-30 6pm/Down for monthly maintenance

Revised: 07/25/2023
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APRIL 2024 KHRIS OPERATIONS CALENDAR

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Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
31 MAR 1-15 <3PR Files Removed 12:01AM>	1 MAR 16-30 3pm/OFF-CYCLE requests due (cks for 4/3)	2 MAR 16-30	3 MAR 16-30 3pm/OFF-CYCLE requests due (cks for 4/5)	4 MAR 16-30 3pm/INTERFACE files due	5 MAR 16-30 Increment Lists (APR)- DUE COB	6 MAR 16-30 6pm/Down for monthly maintenance
7 MAR 16-30 Down until 6pm for monthly maintenance	8 MAR 16-30 4:30pm-8pm/Down for INITIAL PAYROLL	9 MAR 16-30 4:30pm/Down for FINAL PAYROLL Earliest retro date reset to 11/23	10 MAR 16-30 7am KHRIS Unlocked for Users 4:30pm-12am/Down for BN Billing <3PR Files Available>	11 MAR 16-30 3pm/OFF-CYCLE requests due (cks for 4/15)	12 MAR 16-30 8am/W2c & Adj Run-No downtime	13 MAR 16-30
14 MAR 16-30	15 MAR 16-30 PAYDAY (PP07) 3pm/OFF-CYCLE requests due (cks for 4/17)	16 APR 1-15 <3PR Files Removed 12:01AM>	17 APR 1-15	18 APR 1-15 PERFORMANCE W/ PURPOSE	19 APR 1-15 3pm/INTERFACE files due 3pm/OFF-CYCLE requests due (cks for 4/23) Bonus Interfaces Due	20 APR 1-15
21 APR 1-15	22 APR 1-15 FUNDAMENTALS OF PY	23 APR 1-15 4:30pm-8pm/Down for INITIAL PAYROLL TMA	24 APR 1-15 4:30pm/Down for FINAL PAYROLL	25 APR 1-15 7am KHRIS Unlocked for Users May Increment Lists Distributed 12pm/NC Processing-No downtime <3PR Files Available> PY 200	26 APR 1-15 3pm/OFF-CYCLE requests due (cks for 4/30) PY 200	27 APR 1-15
28 APR 1-15	29 APR 1-15 8am/W2c & Adj Run-No downtime	30 APR 1-15 PAYDAY (PP08) 3pm/OFF-CYCLE requests due (cks for 5/2)	1 APR 16-30 <3PR Files Removed 12:01AM>	2 APR 16-30	3 APR 16-30 3pm/INTERFACE files due 3pm/OFF-CYCLE requests due (cks for 5/7)	4 APR 16-30 6pm/Down for monthly maintenance

Revised: 07/25/2023
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MAY 2024 KHRIS OPERATIONS CALENDAR

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Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28 APR 1-15	29 APR 1-15 8am/W2c & Adj Run-No downtime	30 APR 1-15 PAYDAY (PP08) 3pm/OFF-CYCLE requests due (cks for 5/2)	1 APR 16-30 <3PR Files Removed 12:01AM> TMA	2 APR 16-30	3 APR 16-30 3pm/INTERFACE files due 3pm/OFF-CYCLE requests due (cks for 5/7)	4 APR 16-30 6pm/Down for monthly maintenance
5 APR 16-30 Down until 6pm for monthly maintenance	6 APR 16-30 Increment Lists (MAY)- DUE COB 4:30pm-12am/Down for BN Billing	7 APR 16-30 4:30pm-8pm/Down for INITIAL PAYROLL	8 APR 16-30 4:30pm/Down for FINAL PAYROLL Earliest retro date reset to 12/23	9 APR 16-30 7am KHRIS Unlocked for Users <3PR Files Available>	10 APR 16-30	11 APR 16-30
	HRG-OM	HRG-PA	HRG-TM	HRG-PY	HRG-BN	
12 APR 16-30	13 APR 16-30 3pm/OFF-CYCLE requests due (cks for 5/15)	14 APR 16-30	15 APR 16-30 PAYDAY (PP09) 3pm/OFF-CYCLE requests due (cks for 5/17) <3PR Files Removed 12:01AM>	16 MAY 1-15 PERFORMANCE W/ PURPOSE	17 MAY 1-15 3pm/INTERFACE files due 3pm/OFF-CYCLE requests due (cks for 5/21) Bonus Interfaces Due	18 MAY 1-15
19 MAY 1-15	20 MAY 1-15	21 MAY 1-15 4:30pm-8pm/Down for INITIAL PAYROLL	22 MAY 1-15 4:30pm/Down for FINAL PAYROLL	23 MAY 1-15 7am KHRIS Unlocked for Users June Increment Lists Distributed 12pm/NC Processing-No downtime <3PR Files Available>	24 MAY 1-15	25 MAY 1-15
		MyPURPOSE RECRUITMENT	PA 200	COUNTY FEES HRG	COUNTY FEES HRG	
26 MAY 1-15	27 MAY 1-15 HOLIDAY	28 MAY 1-15 3pm/OFF-CYCLE requests due (cks for 5/30) TMA	29 MAY 1-15 8am/W2c & Adj Run-No downtime <3PR Files Removed 12:01AM>	30 MAY 1-15 PAYDAY (PP10) 3pm/OFF-CYCLE requests due (cks for 6/3) OM 200	31 MAY 1-15	1 MAY 16-31 6pm/Down for monthly maintenance

Revised: 07/25/2023
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JUNE 2024 KHRIS OPERATIONS CALENDAR

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Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26 MAY 1-15	27 MAY 1-15 HOLIDAY	28 MAY 1-15 3pm/OFF-CYCLE requests due (cks for 5/30)	29 MAY 1-15 8am/W2c & Adj Run-No downtime <3PR Files Removed 12:01AM>	30 MAY 1-15 PAYDAY (PP10) 3pm/OFF-CYCLE requests due (cks for 6/3)	31 MAY 1-15	1 MAY 16-31 6pm/Down for monthly maintenance
2 MAY 16-31 Down until 6pm for monthly maintenance	3 MAY 16-31	4 MAY 16-31 3pm/INTERFACE files due 3pm/OFF-CYCLE requests due (cks for 6/6) TMA REFRESH	5 MAY 16-31 Increment Lists (JUN)- DUE COB 4:30pm-12am/Down for BN Billing	6 MAY 16-31 4:30pm-8pm/Down for INITIAL PAYROLL PERFORMANCE W/ PURPOSE	7 MAY 16-31 4:30pm/Down for FINAL PAYROLL Earliest retro date reset to 1/24	8 MAY 16-31 7am KHRIS Unlocked for Users
9 MAY 16-31	10 MAY 16-31 <3PR Files Available> HRG-OM	11 MAY 16-31 HRG-PA	12 MAY 16-31 3pm/OFF-CYCLE requests due (cks for 6/14) HRG-TM	13 MAY 16-31	14 MAY 16-31 PAYDAY (PP11) 3pm/OFF-CYCLE requests due (cks for 6/18) HRG-BN	15 MAY 16-31
16 JUN 1-15 <3PR Files Removed 12:01AM>	17 JUN 1-15	18 JUN 1-15 3pm/INTERFACE files due 3pm/OFF-CYCLE requests due (cks for 6/21) Bonus Interfaces Due MyPURPOSE RECRUITMENT	19 JUN 1-15 OLS CONDUCTING WORKPLACE INVESTIGATIONS	20 JUN 1-15 4:30pm-8pm/Down for INITIAL PAYROLL PERFORMANCE W/ PURPOSE	21 JUN 1-15 4:30pm/Down for FINAL PAYROLL	22 JUN 1-15 7am KHRIS Unlocked for Users
23 JUN 1-15	24 JUN 1-15 <3PR Files Available>	25 JUN 1-15 July Increment Lists Distributed 12pm/NC Processing-No downtime TMA	26 JUN 1-15 3pm/OFF-CYCLE requests due (cks for 6/28)	27 JUN 1-15 8am/W2c & Adj Run-No downtime PY 200	28 JUN 1-15 PAYDAY (PP12) 3pm/OFF-CYCLE requests due (cks for 7/2) PY 200	29 JUN 1-15
30 JUN 1-15 <3PR Files Removed 12:01AM>	1 JUN 16-30	2 JUN 16-30	3 JUN 16-30 3pm/INTERFACE files due 3pm/OFF-CYCLE requests due (cks for 7/8)	4 JUN 16-30 HOLIDAY	5 JUN 16-30 Increment Lists (JUL)- DUE COB 4:00pm-12am/Down for BN Billing	6 JUN 16-30

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AUGUST 2024 KHRIS OPERATIONS CALENDAR

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Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28 <small>JUL 1-15</small>	29 <small>JUL 1-15</small> 8am/W2c & Adj Run-No downtime	30 <small>JUL 1-15</small> PAYDAY (PP14) 3pm/OFF-CYCLE requests due (cks for 8/1) <3PR Files Removed 12:01AM>	31 <small>JUL 1-15</small>	1 <small>JUL 16-31</small> COUNTY FEES HRG	2 <small>JUL 16-31</small> COUNTY FEES HRG	3 <small>JUL 16-31</small> 6pm/Down for monthly maintenance
4 <small>JUL 16-31</small> Down until 6pm for monthly maintenance	5 <small>JUL 16-31</small> Increment Lists (AUG)- DUE COB TMA	6 <small>JUL 16-31</small> 3pm/INTERFACE files due 3pm/OFF-CYCLE requests due (cks for 8/8)	7 <small>JUL 16-31</small> 4:30pm-12am/Down for BN Billing PA 200	8 <small>JUL 16-31</small> 4:30pm-8pm/Down for INITIAL PAYROLL PERFORMANCE W/ PURPOSE	9 <small>JUL 16-31</small> 4:30pm/Down for FINAL PAYROLL Earliest retro date reset to 3/24	10 <small>JUL 16-31</small> 7am KHRIS Unlocked for Users
11 <small>JUL 16-31</small>	12 <small>JUL 16-31</small> <3PR Files Available> HRG-OM	13 <small>JUL 16-31</small> 3pm/OFF-CYCLE requests due (cks for 8/15)	14 <small>JUL 16-31</small> HRG-TM	15 <small>JUL 16-31</small> PAYDAY (PP15) 3pm/OFF-CYCLE requests due (cks for 8/19)	16 <small>AUG 1-15</small> HRG-BN	17 <small>AUG 1-15</small>
18 <small>AUG 1-15</small> <3PR Files Removed 12:01AM>	19 <small>AUG 1-15</small>	20 <small>AUG 1-15</small> 3pm/INTERFACE files due 3pm/OFF-CYCLE requests due (cks for 8/22) Bonus Interfaces Due POSITION DESCRIPTION PY 200	21 <small>AUG 1-15</small> PY 200	22 <small>AUG 1-15</small> 4:30pm-8pm/Down for INITIAL PAYROLL PM ADMIN SYSTEM	23 <small>AUG 1-15</small> 4:30pm/Down for FINAL PAYROLL	24 <small>AUG 1-15</small> 7am KHRIS Unlocked for Users
25 <small>AUG 1-15</small>	26 <small>AUG 1-15</small> Sep Increment Lists Distributed 12pm/NC Processing-No downtime <3PR Files Available>	27 <small>AUG 1-15</small> TMA	28 <small>AUG 1-15</small> 3pm/OFF-CYCLE requests due (cks for 8/30) MyPURPOSE RECRUITMENT	29 <small>AUG 1-15</small> 8am/W2c & Adj Run-No downtime	30 <small>AUG 1-15</small> PAYDAY (PP16) 3pm/OFF-CYCLE requests due (cks for 9/4)	31 <small>AUG 1-15</small>

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SEPTEMBER 2024 KHRIS OPERATIONS CALENDAR

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Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 AUG 16-31 <3PR Files Removed 12:01AM>	2 AUG 16-31 HOLIDAY	3 AUG 16-31 3pm/INTERFACE files due TMA REFRESH	4 AUG 16-31 3pm/OFF-CYCLE requests due (cks for 9/6) CF PY 200	5 AUG 16-31 4:30pm-8pm/Down for INITIAL PAYROLL	6 AUG 16-31 4:30pm/Down for FINAL PAYROLL Earliest retro date reset to 4/24	7 AUG 16-31 7am KHRIS Unlocked for Users 6pm/Down for monthly maintenance
8 AUG 16-31 Until 6pm/Down	9 AUG 16-31 Increment Lists (SEP)- DUE COB 4:30pm-12am/Down for BN Billing <3PR Files Available> HRG-OM	10 AUG 16-31 HRG-PA	11 AUG 16-31 3pm/OFF-CYCLE requests due (cks for 9/13) HRG-TM	12 AUG 16-31 HRG-PY	13 AUG 16-31 PAYDAY (PP17) 3pm/OFF-CYCLE requests due (cks for 9/17) HRG-BN	14 AUG 16-31
15 AUG 16-31 <3PR Files Removed 12:01AM>	16 SEP 1-15	17 SEP 1-15 MyPURPOSE RECRUITMENT	18 SEP 1-15 3pm/OFF-CYCLE requests due (cks for 9/20)	19 SEP 1-15 3pm/INTERFACE files due Bonus Interfaces Due	20 SEP 1-15	21 SEP 1-15
22 SEP 1-15	23 SEP 1-15 4:30pm-8pm/Down for INITIAL PAYROLL	24 SEP 1-15 4:30pm/Down for FINAL PAYROLL TMA	25 SEP 1-15 7am KHRIS Unlocked for Users Oct Increment Lists Distributed 12pm/NC Processing-No downtime <3PR Files Available>	26 SEP 1-15 3pm/OFF-CYCLE requests due (cks for 9/30) PERFORMANCE W/ PURPOSE	27 SEP 1-15 8am/W2c & Adj Run-No downtime	28 SEP 1-15
29 SEP 1-15	30 SEP 1-15 PAYDAY (PP18) 3pm/OFF-CYCLE requests due (cks for 10/2)	1 SEP 16-30 <3PR Files Removed 12:01AM>	2 SEP 16-30 3pm/OFF-CYCLE requests due (cks for 10/4)	3 SEP 16-30 3pm/INTERFACE files due	4 SEP 16-30	5 SEP 16-30

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OCTOBER 2024 KHRIS OPERATIONS CALENDAR

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Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29 <small>SEP 1-15</small>	30 <small>SEP 1-15</small> PAYDAY (PP18) 3pm/OFF-CYCLE requests due (cks for 10/2)	1 <small>SEP 16-30</small> 4:30pm-12am/Down for BN Billing <3PR Files Removed 12:01AM>	2 <small>SEP 16-30</small> 3pm/OFF-CYCLE requests due (cks for 10/4)	3 <small>SEP 16-30</small> 3pm/INTERFACE files due	4 <small>SEP 16-30</small>	5 <small>SEP 16-30</small>
6 <small>SEP 16-30</small>	7 <small>SEP 16-30</small> 8pm-12am/Down for INITIAL PAYROLL	8 <small>SEP 16-30</small> 6pm/Down for FINAL PAYROLL Earliest retro date reset to 5/24	9 <small>SEP 16-30</small> 7am KHRIS Unlocked for Users Increment Lists (OCT)- DUE COB <3PR Files Available>	10 <small>SEP 16-30</small> 8am/W2c Run-No downtime PERFORMANCE W/ PURPOSE	11 <small>SEP 16-30</small> 3pm/OFF-CYCLE requests due (cks for 10/16) *Checks dated for 10/16 because 10/14 is a Federal Reserve holiday	12 <small>SEP 16-30</small>
13 <small>SEP 16-30</small>	14 <small>SEP 16-30</small>	15 <small>SEP 16-30</small> PAYDAY (PP19) 3pm/OFF-CYCLE requests due (cks for 10/17) <3PR Files Removed 12:01AM>	16 <small>OCT 1-15</small> POSITION DESCRIPTION	17 <small>OCT 1-15</small>	18 <small>OCT 1-15</small> 3pm/INTERFACE files due 3pm/OFF-CYCLE requests due (cks for 10/22) Bonus Interfaces Due	19 <small>OCT 1-15</small>
20 <small>OCT 1-15</small>	21 <small>OCT 1-15</small>	22 <small>OCT 1-15</small> 8pm-12am/Down for INITIAL PAYROLL MyPURPOSE RECRUITMENT	23 <small>OCT 1-15</small> 6pm/Down for FINAL PAYROLL	24 <small>OCT 1-15</small> 7am KHRIS Unlocked for Users Nov Increment Lists Distributed 12pm/NC Processing-No downtime <3PR Files Available> WORKERS' COMP	25 <small>OCT 1-15</small> FUNDAMENTALS OF PAYROLL	26 <small>OCT 1-15</small>
27 <small>OCT 1-15</small>	28 <small>OCT 1-15</small> 3pm/OFF-CYCLE requests due (cks for 10/30)	29 <small>OCT 1-15</small> 8am/W2c & Adj Run-No downtime	30 <small>OCT 1-15</small> PAYDAY (PP20) 3pm/OFF-CYCLE requests due (cks for 11/1) <3PR Files Removed 12:01AM> TMA	31 <small>OCT 1-15</small> PERFORMANCE W/ PURPOSE	1 <small>OCT 16-31</small>	2 <small>OCT 16-31</small> 6pm/Down for monthly maintenance

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NOVEMBER 2024 KHRIS OPERATIONS CALENDAR

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Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27 <small>OCT 1-15</small> Down until 6pm for monthly maintenance	28 <small>OCT 1-15</small> 3pm/OFF-CYCLE requests due <small>(cks for 10/30)</small>	29 <small>OCT 1-15</small> 8am/W2c & Adj Run-No downtime	30 <small>OCT 1-15</small> PAYDAY (PP20) 3pm/OFF-CYCLE requests due <small>(cks for 11/1)</small> <small><3PR Files Removed 12:01AM></small>	31 <small>OCT 1-15</small> Down until 6pm for monthly maintenance	1 <small>OCT 16-31</small> Down until 6pm for monthly maintenance	2 <small>OCT 16-31</small> 6pm/Down for monthly maintenance
3 <small>OCT 16-31</small> Down until 6pm for monthly maintenance	4 <small>OCT 16-31</small> 3pm/INTERFACE files due 3pm/OFF-CYCLE requests due <small>(cks for 11/6)</small>	5 <small>OCT 16-31</small> HOLIDAY	6 <small>OCT 16-31</small> Increment Lists (NOV)- DUE COB 4:30pm-12am/Down for BN Billing <small>TMA</small>	7 <small>OCT 16-31</small> 4:30pm-8pm/Down for INITIAL PAYROLL <small>OM 200</small>	8 <small>OCT 16-31</small> 4:30pm/Down for FINAL PAYROLL Earliest retro date reset to 6/24	9 <small>OCT 16-31</small> 7am KHRIS Unlocked for Users
10 <small>OCT 16-31</small> Down until 6pm for monthly maintenance	11 <small>OCT 16-31</small> HOLIDAY	12 <small>OCT 16-31</small> <small><3PR Files Available></small>	13 <small>OCT 16-31</small> 3pm/OFF-CYCLE requests due <small>(cks for 11/15)</small>	14 <small>OCT 16-31</small> <small><3PR Files Removed 12:01AM></small>	15 <small>OCT 16-31</small> PAYDAY (PP21) 3pm/OFF-CYCLE requests due <small>(cks for 11/19)</small>	16 <small>NOV 1-15</small> Down until 6pm for monthly maintenance
17 <small>NOV 1-15</small> Down until 6pm for monthly maintenance	18 <small>NOV 1-15</small> 3pm/INTERFACE files due Bonus Interfaces Due <small><3PR Files Removed 12:01AM></small> <small>HRG-OM</small>	19 <small>NOV 1-15</small> 3pm/OFF-CYCLE requests due <small>(cks for 11/21)</small> <small>HRG-PA</small>	20 <small>NOV 1-15</small> 4:30pm-8pm/Down for INITIAL PAYROLL <small>HRG-TM</small>	21 <small>NOV 1-15</small> 4:30pm/Down for FINAL PAYROLL <small>HRG-PY</small>	22 <small>NOV 1-15</small> 7am KHRIS Unlocked for Users 12pm/NC Processing-No downtime <small>HRG-BN</small>	23 <small>NOV 1-15</small> Down until 6pm for monthly maintenance
24 <small>NOV 1-15</small> Down until 6pm for monthly maintenance	25 <small>NOV 1-15</small> 3pm/OFF-CYCLE requests due <small>(cks for 11/27)</small>	26 <small>NOV 1-15</small> Dec Increment Lists Distributed 8am/W2c & Adj Run-No downtime	27 <small>NOV 1-15</small> PAYDAY (PP22) 3pm/OFF-CYCLE requests due <small>(cks for 12/3)</small>	28 <small>NOV 1-15</small> HOLIDAY <small><3PR Files Removed 12:01AM></small>	29 <small>NOV 1-15</small> HOLIDAY	30 <small>NOV 1-15</small> Down until 6pm for monthly maintenance

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DECEMBER 2024 KHRIS OPERATIONS CALENDAR

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Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 NOV 16-30	2 NOV 16-30 TMA	3 NOV 16-30 3pm/INTERFACE files due 3pm/OFF-CYCLE requests due (cks for 12/5) FMLA	4 NOV 16-30	5 NOV 16-30 4:30pm-8pm/Down for INITIAL PAYROLL PERFORMANCE W/ PURPOSE	6 NOV 16-30 4:30pm/Down for FINAL PAYROLL Earliest retro date reset to 7/24	7 NOV 16-30 7am KHRIS Unlocked for Users 6pm/Down for monthly maintenance
8 NOV 16-30 Until 6pm/Down	9 NOV 16-30 Increment Lists (DEC)- DUE COB 4:30pm-12am/Down for BN Billing <3PR Files Available> HRG-OM	10 NOV 16-30	11 NOV 16-30 3pm/OFF-CYCLE requests due (cks for 12/13) HRG-TM	12 NOV 16-30 PERFORMANCE W/ PURPOSE HRG-PY	13 NOV 16-30 PAYDAY (PP23) 3pm/OFF-CYCLE requests due (cks for 12/17) HRG-BN	14 NOV 16-30
15 NOV 16-30 <3PR Files Removed 12:01AM>	16 DEC 1-15	17 DEC 1-15 3pm/INTERFACE files due 3pm/OFF-CYCLE requests due (cks for 12/19) Bonus Interfaces Due MyPURPOSE RECRUITMENT	18 DEC 1-15 TMA REFRESH	19 DEC 1-15 4:30pm-8pm/Down for INITIAL PAYROLL PM ADMIN SYSTEM	20 DEC 1-15 4:30pm/Down for FINAL PAYROLL	21 DEC 1-15 7am KHRIS Unlocked for Users
22 DEC 1-15	23 DEC 1-15 Jan Increment Lists Distributed 12pm/NC Processing-No downtime <3PR Files Available>	24 DEC 1-15	25 DEC 1-15 HOLIDAY Extra Day TBD	26 DEC 1-15 3pm/OFF-CYCLE requests due (cks for 12/30)	27 DEC 1-15	28 DEC 1-15
29 DEC 1-15 <3PR Files Removed 12:01AM>	30 DEC 1-15 PAYDAY (PP24) 3pm/OFF-CYCLE requests due (cks for 1/3)	31 DEC 1-15	1 DEC 16-31 HOLIDAY Extra Day TBD	2 DEC 16-31 8am/W2c & Adj Run-No downtime 4pm-10pm/Down for W-2 Simulation	3 DEC 16-31 3pm/INTERFACE files due 3pm/OFF-CYCLE requests due (cks for 1/7)	4 DEC 16-31 4pm-10pm/Down for W-2 Simulation

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JANUARY 2025 KHRIS OPERATIONS CALENDAR

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Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29 DEC 1-15 30 DEC 1-15 31 DEC 1-15 3pm/OFF-CYCLE requests due (cks for 1/3) <3PR Files Removed 12:01AM>	30 DEC 1-15 31 DEC 1-15 PAYDAY (PP24) 3pm/OFF-CYCLE requests due (cks for 1/3)	31 DEC 1-15	1 DEC 16-31 HOLIDAY Extra Day TBD	2 DEC 16-31 8am/W2c & Adj Run-No downtime 4pm-10pm/ W-2 Simulation No downtime	3 DEC 16-31 3pm/INTERFACE files due 3pm/OFF-CYCLE requests due (cks for 1/7)	4 DEC 16-31 4pm-10pm/Down for W-2 Simulation
5 DEC 16-31	6 DEC 16-31 Increment Lists (JAN)- DUE COB 4:30pm-12am/Down for BN Billing 8am/W2c & Adj Run-No downtime	7 DEC 16-31 4:30pm-8pm/Down for INITIAL PAYROLL	8 DEC 16-31 4:30pm/Down for FINAL PAYROLL Earliest retro date reset to 8/19	9 DEC 16-31 7am KHRIS Unlocked for Users 4pm-10pm/ W-2 Simulation No downtime <3PR Files Available>	10 DEC 16-31 4:30pm/Down for W-2 Production Run	11 DEC 16-31 Down for W-2 Production Run
12 DEC 16-31 Down for W-2 Production Run	13 DEC 16-31 7am KHRIS Unlocked for Users 3pm/OFF-CYCLE requests due (cks for 1/15)	14 DEC 16-31	15 DEC 16-31 PAYDAY (PP01) 3pm/OFF-CYCLE requests due (cks for 1/17) <3PR Files Removed 12:01AM>	16 JAN 1-15	17 JAN 1-15 3pm/INTERFACE files due 3pm/OFF-CYCLE requests due (cks for 1/22) Bonus Interfaces Due	18 JAN 1-15
19 JAN 1-15	20 JAN 1-15 HOLIDAY	21 JAN 1-15	22 JAN 1-15 4:30pm-8pm/Down for INITIAL PAYROLL	23 JAN 1-15 4:30pm/Down for FINAL PAYROLL	24 JAN 1-15 7am KHRIS Unlocked for Users Feb Increment Lists Distributed 12pm/NC Processing-No downtime <3PR Files Available>	25 JAN 1-15
26 JAN 1-15	27 JAN 1-15	28 JAN 1-15 3pm/OFF-CYCLE requests due (cks for 1/30)	29 JAN 1-15 8am/W2c & Adj Run-No downtime	30 JAN 1-15 PAYDAY (PP02) 3pm/OFF-CYCLE requests due (cks for 2/3) <3PR Files Removed 12:01AM>	31 JAN 1-15	1 JAN 16-31