



Operations Calendar

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

[Nov 2023](#)

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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 <small>(cks for 11/1)</small> <small><3PR Files Removed 12:01AM></small>	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 <small>(cks for 11/7)</small> 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 <small><3PR Files Available></small>	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 <small>(cks for 11/15)</small>	14 <small>OCT 16-31</small>	15 <small>OCT 16-31</small> PAYDAY (PP21) 3pm/OFF-CYCLE requests due <small>(cks for 11/17)</small> <small><3PR Files Removed 12:01AM></small>	16 <small>NOV 1-15</small> HRG-PY	17 <small>NOV 1-15</small> 3pm/INTERFACE files due	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 <small><3PR Files Available></small>	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 <small>(cks for 11/30)</small> <small><3PR Files Removed 12:01AM></small>	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 <small>(cks for 12/4)</small> 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:12/27/23
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JANUARY 2024 KHRIS OPERATIONS CALENDAR

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Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
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 TMA	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
7 DEC 16-31	8 DEC 16-31 Increment Lists (Jan)- DUE COB 4:30pm-12am/Down for BN Billing <3PR Files Available>	9 DEC 16-31 ACA 1095-B & -C Production Run 8am/W2c & Adj Run-No downtime	10 DEC 16-31 3pm/OFF-CYCLE requests due (cks for 1/12) Backup for ACA 1095-B & -C Production Run	11 DEC 16-31 4pm-10pm/ W-2 Simulation No downtime	12 DEC 16-31 PAYDAY (PP01) 3pm/OFF-CYCLE requests due (cks for 1/17) 5pm/Down for W-2 Production Run	13 DEC 16-31 Down for W-2 Production Run
14 DEC 16-31 Down for W-2 Production Run <3PR Files Removed 12:01AM>	15 DEC 16-31 Down for W-2 Production Run HOLIDAY	16 JAN 1-15 6am KHRIS Unlocked for Users TMA	17 JAN 1-15 3pm/OFF-CYCLE requests due (cks for 1/19) WORKERS COMP	18 JAN 1-15 3pm/INTERFACE files due Bonus Interfaces Due PERFORMANCE W/ PURPOSE	19 JAN 1-15	20 JAN 1-15
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 3pm/OFF-CYCLE requests due (cks for 1/30)	27 JAN 1-15
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> TMA REFRESH	31 JAN 1-15	1 JAN 16-31	2 JAN 16-31	3 JAN 16-31 6pm/Down for monthly maintenance

Revised: 12/27/2023
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FEBRUARY 2024 KHRIS OPERATIONS CALENDAR

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

Revised: 07/25/2023
 -SUBJECT TO CHANGE-

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 PERFORMANCE W/ PURPOSE	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: 4/23/24
 -SUBJECT TO CHANGE-

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 1pm/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) FUNDAMENTALS OF PY	16 APR 1-15 <3PR Files Removed 12:01AM> MyPURPOSE RECRUITMENT	17 APR 1-15	18 APR 1-15 PERFORMANCE W/ PURPOSE PM ADMIN SYSTEM	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	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 6pm/Down for monthly maintenance
28 APR 1-15 Down until 6pm for monthly maintenance	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: 04/26/24
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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
5 APR 16-30	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)	16 MAY 1-15	17 MAY 1-15 3pm/INTERFACE files due 3pm/OFF-CYCLE requests due (cks for 5/21) Bonus Interfaces Due	18 MAY 1-15
		MyPURPOSE RECRUITMENT	<3PR Files Removed 12:01AM>	PERFORMANCE W/ PURPOSE		
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
			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)	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
		TMA		OM 200		

Revised:12/27/2023
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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 PM ADMIN SYSTEM HRG-PY	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

Revised: 12/27/2023
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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 PY 200	21 <small>AUG 1-15</small> PY 200	22 <small>AUG 1-15</small> 4:30pm-8pm/Down for INITIAL PAYROLL POSITION DESCRIPTION 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 OM 200	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

Revised: 12/27/2023
 -SUBJECT TO CHANGE-

NOVEMBER 2024 KHRIS OPERATIONS CALENDAR

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

Revised: 07/25/2023
 -SUBJECT TO CHANGE-

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