Operations Calendar

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

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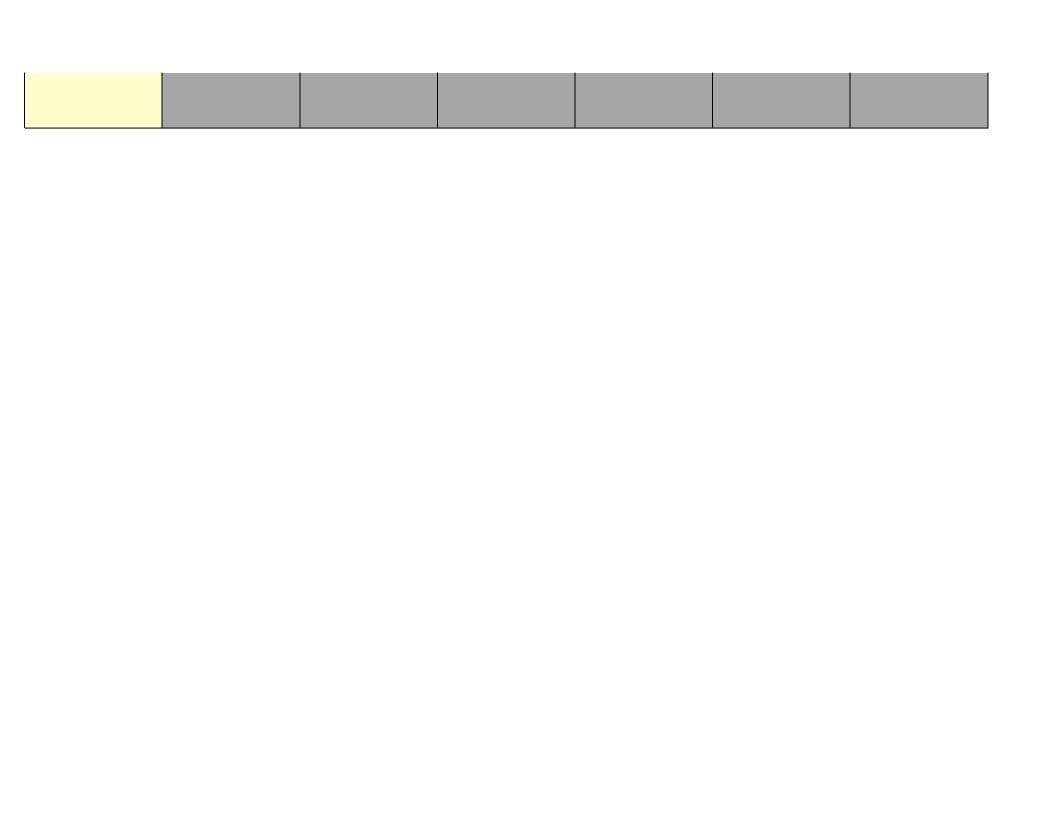
        PT_ERL00, Variant: 00_ADVW_LEAVE (to identify anyone with adverse weather leave make-up causing OT)

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.

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

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

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* Down for W-2 Production Run	**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

FEBRUARY 2024 KHRIS OPERATIONS CALENDAR

Click HERE to return to cover page

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** POSITION DESCRIPTION	**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

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

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 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) PERFORMANCE W/ PURPOSE	**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 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

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** HRG -OM	**7** *APR 16-30* **4:30pm-8pm/Down for INITIAL PAYROLL** HRG-PA	**8** *APR 16-30* **4:30pm/Down for FINAL PAYROLL** Earliest retro date reset to 12/23 HRG-TM	**9** *APR 16-30* 7am KHRIS Unlocked for Users <3PR Files Available> HRG-PY	**10** *APR 16-30* HRG-BN	**11** *APR 16-30*
12 *APR 16-30*	**13** *APR 16-30* **3pm/OFF-CYCLE requests due** (cks for 5/15)	**14** *APR 16-30* MyPURPOSE RECRUITMENT	**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** PA 200	**23** *MAY 1-15* 7am KHRIS Unlocked for Users **June Increment Lists Distributed** 12pm/NC Processing-No downtime <3PR Files Available> COUNTY FEES HRG	**24** *MAY 1-15* COUNTY FEES HRG	**25** *MAY 1-15*
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

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*

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
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	**6** _JUN 16-30_
7 _JUN 16-30_	**8** _JUN 16-30_ 4:30pm-8pm/Down for INITIAL PAYROLL	**9** _JUN 16-30_ 4:30pm/Down for FINAL PAYROLL Earliest retro date reset to 2/24	**10** _JUN 16-30_ 7am KHRIS Unlocked for Users 4:30pm-12am/Down for BN Billing \<3PR Files Available\>	**11** _JUN 16-30_ 3pm/OFF-CYCLE requests due (cks for 7/15) PERFORMANCE W/ PURPOSE	**12** _JUN 16-30_	**13** _JUN 16-30_ 6pm/Down for monthly maintenance
14 _JUN 16-30_ Down until 6pm for monthly maintenance	**15** _JUN 16-30_ **PAYDAY (PP13)** 3pm/OFF-CYCLE requests due (cks for 7/17)	**16** _JUL 1-15_ \<3PR Files Removed 12:01AM\> MyPURPOSE RECRUITMENT	**17** _JUL 1-15_ 3pm/OFF-CYCLE requests due (cks for 7/19)	**18** _JUL 1-15_ 3pm/INTERFACE files due Bonus Interfaces Due	**19** _JUL 1-15_	**20** _JUL 1-15_
21 _JUL 1-15_	**22** _JUL 1-15_ 4:30pm-8pm/Down for INITIAL PAYROLL	**23** _JUL 1-15_ 4:30pm/Down for FINAL PAYROLL	**24** _JUL 1-15_ 7am KHRIS Unlocked for Users Aug Increment Lists Distributed 12pm/NC Processing-No downtime \<3PR Files Available\> TMA	**25** _JUL 1-15_ WORKERS' COMP	**26** _JUL 1-15_ 3pm/OFF-CYCLE requests due (cks for 7/30)	**27** _JUL 1-15_
28 _JUL 1-15_	**29** _JUL 1-15_ 8am/W2c & Adj Run-No downtime	**30** _JUL 1-15_ **PAYDAY (PP14)** 3pm/OFF-CYCLE requests due (cks for 8/1) \<3PR Files Removed 12:01AM\>	**31** _JUL 1-15_ FUNDAMENTALS OF PAYROLL	**1** _JUL 16-31_	**2** _JUL 16-31_ 3pm/INTERFACE files due	**3** _JUL 16-31_ 6pm/Down for monthly maintenance

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

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

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

NOVEMBER 2024 KHRIS OPERATIONS CALENDAR

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Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27 *OCT 1-15*	**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*

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 _NOV 16-30_	**2** _NOV 16-30_	**3** _NOV 16-30_ **3pm/INTERFACE files due** **3pm/OFF-CYCLE requests due** (cks for 12/5)	**4** _NOV 16-30_	**5** _NOV 16-30_ **4:30pm-8pm/Down for INITIAL PAYROLL**	**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
	TMA		FMLA	PERFORMANCE W/ PURPOSE		
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>	**10** _NOV 16-30_	**11** _NOV 16-30_ **3pm/OFF-CYCLE requests due** (cks for 12/13)	**12** _NOV 16-30_	**13** _NOV 16-30_ **PAYDAY (PP23)** **3pm/OFF-CYCLE requests due** (cks for 12/17)	**14** _NOV 16-30_
	HRG-OM	HRG-PA	HRG-TM	PERFORMANCE W/ PURPOSE HRG-PY	HRG-BN	
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**	**18** _DEC 1-15_	**19** _DEC 1-15_ **4:30pm-8pm/Down for INITIAL PAYROLL**	**20** _DEC 1-15_ **4:30pm/Down for FINAL PAYROLL**	**21** _DEC 1-15_ 7am KHRIS Unlocked for Users
		MyPURPOSE RECRUITMENT	TMA REFRESH	PM ADMIN SYSTEM		
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**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
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/ 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