

DECEMBER 2019 – INTERNAL CALENDAR

REV. 12/2019

Monday	Tuesday	Wednesday	Thursday	Friday
<p>2 <i>*Pay Confirm</i></p> <p>Encumbrance Process (Manual)</p> <p><i>*Unpause ePAF Channel</i></p> <p>Spring Adjunct/Graduate Assistantship ePAF/Agreements Submission Deadline</p>	<p>3 <i>*Vendor Payments</i></p> <p><i>*EFTPS</i></p> <p>Salary Cost Transfers</p> <p>Encumbrance Process</p>	<p>4 Payroll Window opens at 8AM</p> <p>ePAF deadline for PPE 12/26/19</p> <p><i>*Pre-bill loads</i></p> <p>Encumbrance Process</p>	<p>5 Off-Cycles due in HR by 3PM</p> <p>Salary Cost Transfers</p> <p>Encumbrance Process</p>	<p>6 Pay Day</p> <p>NEO – last one in 2019</p> <p>Direct Deposit Forms PPE 12/12/19 Salary Supp eForms PPE 01/09/20</p> <p>Encumbrance Process</p>
<p>9 Off-Cycles due in HR by 3PM - FINAL OPPORTUNITY FOR 2019</p> <p>Encumbrance Process</p>	<p>10 Retro pay deadline 10AM</p> <p>ePAF channel paused at noon</p> <p><i>*Gabor file loads</i></p> <p><i>*Parking/Tech Interfaces Load</i></p> <p>Salary Cost Transfers</p>	<p>11 <i>*IST/SOLAR Interfaces Load</i></p>	<p>12 Pay Period Ends</p> <p>Payroll Window closes at 2PM for PPE 12/12/19</p> <p><i>*Load KRONOS</i></p> <p><i>*T&L Load</i></p> <p><i>*FL New Hire File</i></p> <p>Salary Cost Transfers</p>	<p>13 Direct Deposit Form PPE 12/26/19 Salary Supp eForms PPE 01/23/20</p> <p><i>*Pay Confirm</i></p> <p>Encumbrance Process (Manual)</p> <p><i>*Unpause ePAF Channel</i></p> <p><i>*Pre bill loads</i></p>
<p>16 <i>*Vendor Payments</i></p> <p><i>*EFTPS</i></p> <p>Payroll Window opens at 8AM</p> <p><i>*Parking/Tech Interfaces Load</i></p> <p>Encumbrance Process</p>	<p>17 Retro pay deadline 10AM</p> <p>ePAF channel paused at noon</p> <p><i>*IST/SOLAR Interfaces Load</i></p> <p><i>*Gabor file loads</i></p> <p>ePAF deadline for PPE 01/09/20</p> <p>Salary Cost Transfers</p>	<p>18 Payroll Window closes at 2PM for PPE 12/26/19</p> <p><i>*Load KRONOS</i></p> <p><i>*T&L Load</i></p> <p><i>*FL New Hire File</i></p>	<p>19 <i>*Pay Confirm</i></p> <p>Encumbrance Process (Manual)</p> <p><i>*Unpause ePAF Channel</i></p> <p>Salary Cost Transfers</p>	<p>20 Pay Day</p> <p><i>*Vendor Payments</i></p> <p><i>*EFTPS</i></p> <p>Encumbrance Process</p>
23 PAID LEAVE DAY	24 PAID LEAVE DAY	25 HOLIDAY	26 PAID LEAVE DAY	27 PAID LEAVE DAY
30 PAID LEAVE DAY	<p>31 PAID LEAVE DAY</p> <p><i>*Pre-bill loads</i></p>	<p>January 1, 2020</p> <p>HOLIDAY</p>	<p>2 Off-Cycles due in HR by 3PM</p> <p>Salary Cost Transfers</p> <p>Encumbrance Process</p>	<p>3 Pay Day</p> <p>Encumbrance Process</p>