

JANUARY 2020

12/2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 HOLIDAY Payroll Window opens at 8AM	2 Off-Cycles due in HR by 3PM Salary Cost Transfers Encumbrance Process	3 Pay Day NEO Encumbrance Process	4
5	6 Direct Deposit Forms PPE 01/09/20 Salary Supp eForms PPE 02/06/20 Encumbrance Process	7 Off-Cycles due in HR by 3PM Salary Cost Transfers Encumbrance Process	8 Retro Pay deadline 10AM ePAFs deadline for PPE 01/23/20 ePAF channel paused at noon	9 Pay Period Ends Salary Cost Transfers	10 Payroll Window closes at 2PM	11
12	13 Encumbrance Process (Manual)	14 Salary Cost Transfers Encumbrance Process	15 Payroll Window opens at 8AM Encumbrance Process	16 Off-Cycles due in HR by 3PM Salary Cost Transfers	17 Pay Day NEO Encumbrance Process	18
19	20 HOLIDAY	21 Off-Cycles due in HR by 3PM Direct Deposit Forms PPE 01/23/20 Salary Supp eForms PPE 02/20/20 Salary Cost Transfers Encumbrance Process	22 Retro Pay deadline 10AM ePAF channel paused at noon	23 Pay Period Ends ePAFs deadline for PPE 02/06/20 Salary Cost Transfers	24 Payroll Window closes at 2PM	25
26	27 Encumbrance Process (Manual)	28 Salary Cost Transfers Encumbrance Process	29 Payroll Window opens at 8AM Encumbrance Process	30 Off-Cycles due in HR by 3PM Salary Cost Transfers Encumbrance Process	31 Pay Day – 3 rd pay of the month NEO Encumbrance Process	

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