

# December 2015

## CSU DECENTRALIZED

| SUNDAY   | MONDAY   | TUESDAY  | WEDNESDAY  | THURSDAY                           | FRIDAY   | SATURDAY |
|--|--|--|--|------------------------------------|--|----------|
| <b>COMPENSABLE DAYS: 22</b>  |  | <b>PAYDAY: 12/31/2015</b>                              |  | <b>2</b>                           | <b>3</b>   | <b>4</b> |
| RESTORES: CALL BY 2PM ON SCHEDULED DAYS<br>SYSTEM AVAILABILITY (ANY EXCEPTIONS WILL BE NOTED):<br>ON-LINE KEYING 7:00-18:00, MONDAY-FRIDAY<br>24 HOUR NOTICE REQUIRED FOR ADDITIONAL KEYING. |  | <b>ISSUE DATE: 01/01/2016</b>                          |  | OK TO CLEAR MPC FOR<br>PRIOR MONTH |  |          |
|  |  |  | EH RESTORE<br>INCLUDE 105 TRANS  | EXTRACT SPARS                      | INCLUDE 105 TRANS                                  |          |
| 6  | 7  | 8  | 9  | 10                                 | 11   | 12       |
|  | EH RESTORE<br>EXTRACT SPARS                                |  | INCLUDE 105 TRANS  | EH RESTORE<br>EXTRACT SPARS        | CLAS MONTHLY<br>ACCRUAL CYCLE<br>INCLUDE 105 TRANS |          |
| 13   | 14   | 15   | 16   | 17                                 | 18   | 19       |
|  |  | 12:00-18:00 PAY HIST NOT<br>AVAILABLE                  | MASTER<br>PERSONNEL CUTOFF   |                                    |  |          |
|  | EH RESTORE<br>EXTRACT SPARS                                |  | CLAS EE STATEMENT<br>OF LEAVE<br>LAB<br>EH RESTORE<br>EXTRACT SPARS<br>INCLUDE 105 TRANS | BOM<br>CIRS ESL                    | CTO AGING REPORT<br>INCLUDE 105 TRANS              |          |
|  |  | NO CYCLE   |  |                                    |  |          |
| 20   | 21   | 22   | 23   | 24                                 | 25   | 26       |
|  | MASTER<br>PAYROLL CUTOFF                                   | INQUIRY & PAY HIST<br>AVAILABLE AFTER<br>MASTER IS RUN |  |                                    | HOLIDAY  |          |
|  | ES CLAS CUTOFF   | EXTRACT SPARS<br>NO CYCLE                              | EH RESTORE<br>INCLUDE 105 TRANS<br>GREEN CYCLE   | EXTRACT SPARS<br>GREEN CYCLE       |  |          |
| 27   | 28   | 29   | 30   | 31                                 |  |          |
|  | MSA REGISTER<br>EH RESTORE<br>EXTRACT SPARS<br>GREEN CYCLE | MASTER MAILED<br>GREEN CYCLE                           | EH RESTORE<br>EXTRACT SPARS<br>INCLUDE 105 TRANS<br>NO CYCLE                             | PAYDAY<br>NO CYCLE                 |  |          |