

April 2016

CIVIL SERVICE DECENTRALIZED

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
COMPENSABLE DAYS: 21 RESTORES: CALL BY 2PM ON SCHEDULED DAYS SYSTEM AVAILABILITY (ANY EXCEPTIONS WILL BE NOTED): ON-LINE KEYING 7:00-18:00, MONDAY-FRIDAY 24 HOUR NOTICE REQUIRED FOR ADDITIONAL KEYING.		PAYDAY: 04/29/2016 ISSUE DATE: 05/01/2016			1 OK TO CLEAR MPC FOR PRIOR MONTH SS BB REPORT	2
3	4 PH ACCRUAL CYCLE EH RESTORE	5	6 BU18 06-14 (2nd Half 03/16) EH RESTORE	7	8 SEMI-MONTHLY PERSONNEL CUTOFF	9
10	11 SEMI-MONTHLY PAYROLL CUTOFF	12 CLAS MONTHLY ACCRUAL CYCLE GREEN CYCLE	13 EH RESTORE GREEN CYCLE	14 RETRO BENEFIT CUTOFF CLAS EE STATEMENT OF LEAVE LAB GREEN CYCLE	15 12:00-18:00 PAY HIST NOT AVAILABLE BOM CTO AGING REPORT NO CYCLE	16
17	18 OK TO CLEAR MPC FOR 1ST HALF PAY PERIOD MASTER PERSONNEL CUTOFF IBT EH RESTORE	19	20 EH RESTORE	21 MASTER PAYROLL CUTOFF ES CLAS CUTOFF BU18 21-27 (1st Half 04/16)	22 INQUIRY & PAY HIST AVAILABLE AFTER MASTER IS RUN NO CYCLE	23
24	25 VPLP EH RESTORE GREEN CYCLE	26 GREEN CYCLE	27 EH RESTORE MASTER MAILED GREEN CYCLE	28 MSA UPDATE NO CYCLE	29 PAYDAY NO CYCLE	30