



## Biweekly Processing Time Line

### **Day 1 – Calc Day**

10:00 a.m.

- Absence Calendar closes

1:00 p.m.

- Payroll due to SSC
- Pay sheet creation
- Retro pay loaded
- Automated Adjustments load #1
- Time Load #1
- HR Lock

5:00 p.m.

- Institution initial review (target)

### **Day 2 – Confirm Day**

8:00 a.m.

- Institution review continues

11:00 a.m.

- Absence off cycle closes
- Time Load #2

12:00 p.m.

- Automated Adjustment load #2

2:00 p.m.

- Final Manual Adjustments Due
- Final Time Reload

4:00 p.m.

- Payroll Confirm