



Biweekly Processing Timeline

Day 1 – Calc Day

10:00 a.m.

- Absence Calendar closes

11:00 a.m.

- VPO Requests due

1:00 p.m.

- Payroll submission
- Pay sheet creation
- Retro pay loaded
- Initial Automated Adjustments load
- Initial time load
- 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 requests due
- Time Load #2

12:00 p.m.

- Final Automated Adjustment load

1:00 p.m.

- Institution Review (target)

2:00 p.m.

- Final Manual Adjustments Due
- Final Time Reload

4:00 p.m.

- Payroll Confirm (Hard deadline)