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)