

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Monday
	3/5/2018	3/6/2018	3/7/2018	3/8/2018	3/9/2018	3/10/2018	3/11/2018	3/12/2018
Holidays/System Down/Other								
Payroll Confirmed	83X1							
Institution Tasks:								
Review wire, Notify USO Bus. Svc. if issue noted		83X1						
Ensure funding available for wire		831X						
Work Pre Dist Audit & Data Integrity Queries for:							83B2	
Work Invalid Funding for:	83B2:83M1	83B2:83M1	83B2:83M1	83B2:83M1	83B2:83M1		83M1	
JGEN/Post Retros Processed on: PAYROLL_RD HCMPAYDEFN PAYROLL_RD HCMENCDEFN	3/2/2018	3/5/2018	3/6/2018	3/7/2018	3/8/2018		3/9/2018	
JGEN/Post Payroll JE PAYROLL_EX HCMPAYDEFN PAYROLL_EN HCMENCDEFN				83X1				
JGEN/Post Money Movement JE PAYROLL_MM HCMPAYDEFN				83X1				
JGEN/Post Zero Enc JE created: PAYROLL_EN HCMENCDEFN Zero in PSFIN if needed								
JGEN/post Enc Calc JE created: ENC_PROJ HCMENCDEFN	3/2/2018							
SSC Tasks:								
ACH Rejects: Return of Funds	Yes	Yes	Yes	Yes	Yes			Yes
Online Disbursement: Pull of Funds	Yes	Yes	Yes	Yes	Yes			Yes
Create Wire for: (after pay confirm)		83X1						
Process GL for:			83X1					
Process Money Movement JE for: (after GL completed)			83X1					
Process Zero Encumbrances								
Process Encumbrances								
Process Retros - after 5 pm	Yes	Yes	Yes	Yes	Yes			Yes

	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday
	3/13/2018	3/14/2018	3/15/2018	3/16/2018	3/17/2018	3/18/2018	3/19/2018	3/20/2018	3/21/2018	3/22/2018
Holidays/System Down/Other	Down at 5pm				Down	Down	Down	Down	Down	Up at 7am
Payroll Confirmed	83B2									
Institution Tasks:										
Review wire, Notify USO Bus. Svc. if issue noted	83B2									
Ensure funding available for wire	83B2									
Work Pre Dist Audit & Data Integrity Queries for:	83B2									
Work Invalid Funding for:	83M1	83B3:83M1	83B3:83M1	83B3:83M1						83B3:83M1
JGEN/Post Retros Processed on: PAYROLL_RD HCMPAYDEFN PAYROLL_RD HCMENCDEFN	3/12/2018	3/13/2018	3/14/2018	3/15/2018						
JGEN/Post Payroll JE PAYROLL_EX HCMPAYDEFN PAYROLL_EN HCMENCDEFN			83B2							
JGEN/Post Money Movement JE PAYROLL_MM HCMPAYDEFN			83B2							
JGEN/Post Zero Enc JE created: PAYROLL_EN HCMENCDEFN Zero in PSFIN if needed										
JGEN/post Enc Calc JE created: ENC_PROJ HCMENCDEFN				3/15/2018						
SSC Tasks:										
ACH Rejects: Return of Funds	Yes	Yes	Yes	Yes			Yes	Yes	Yes	Yes
Online Disbursement: Pull of Funds	Yes	Yes	Yes	Yes			Yes	Yes	Yes	Yes
Create Wire for: (after pay confirm)	83B2									
Process GL for:		83B2								
Process Money Movement JE for: (after GL completed)		83B2								
Process Zero Encumbrances										
Process Encumbrances			Yes							
Process Retros - after 5 pm	Yes	Yes	Yes	No			No	No	No	Yes

	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
	3/23/2018	3/24/2018	3/25/2018	3/26/2018	3/27/2018	3/28/2018	3/29/2018	3/30/2018
Holidays/System Down/Other								
Payroll Confirmed	83X2	83B3:83M1						
Institution Tasks:								
Review wire, Notify USO Bus. Svc. if issue noted	83X2			83B3: 83M1				
Ensure funding available for wire	83X2			83B3: 83M1				
Work Pre Dist Audit & Data Integrity Queries for:			83B3: 83M1	83B3: 83M1				
Work Invalid Funding for:	83B3:83M1		84B1	84B1	84B1	84B1	84B1	
JGEN/Post Retros Processed on: PAYROLL_RD HCMPAYDEFN PAYROLL_RD HCMENCDEFN	3/22/2018		3/23/2018	3/26/2018	3/27/2018	3/28/2018	3/29/2018	
JGEN/Post Payroll JE PAYROLL_EX HCMPAYDEFN PAYROLL_EN HCMENCDEFN				83X2		83B3: 83M1		
JGEN/Post Money Movement JE PAYROLL_MM HCMPAYDEFN				83X2		83B3: 83M1		
JGEN/Post Zero Enc JE created: PAYROLL_EN HCMENCDEFN Zero in PSFIN if needed								
JGEN/post Enc Calc JE created: ENC_PROJ HCMENCDEFN							3/29/2018	
SSC Tasks:								
ACH Rejects: Return of Funds	Yes			Yes	Yes	Yes	Yes	Yes
Online Disbursement: Pull of Funds	Yes			Yes	Yes	Yes	Yes	Yes
Create Wire for: (after pay confirm)	83X2			83B3: 83M1				
Process GL for:			83X2		83B3: 83M1			
Process Money Movement JE for: (after GL completed)			83X2		83B3: 83M1			
Process Zero Encumbrances								
Process Encumbrnaces							Yes	
Process Retros - after 5 pm	Yes				Yes	Yes	Yes	Yes