

	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Monday
	6/2/2018	6/3/2018	6/4/2018	6/5/2018	6/6/2018	6/7/2018	6/8/2018	6/9/2018	6/10/2018	6/11/2018
Holidays/System Down/Other										
Payroll Confirmed	86B1									
Institution Tasks:										
Review wire, Notify USO Bus. Svc. if issue noted				86B1						
Ensure funding available for wire				86B1						
Work Pre Dist Audit & Data Integrity Queries for:			86B1	86B1						
Work Invalid Funding for:			86M1	86M1	86B2:86M1	86B2:86M1	86B2:86M1			86B2:86M1
JGEN/Post Retros Processed on: PAYROLL_RD HCMPAYDEFN PAYROLL_RD HCMENCDEFN			n/a	6/4/2018	6/5/2018	6/6/2018	6/7/2018			6/8/2018
JGEN/Post GL Payroll JE PAYROLL_EX HCMPAYDEFN PAYROLL_EN HCMENCDEFN						86B1				
JGEN/Post Money Movement JE PAYROLL_MM HCMPAYDEFN						86B1				
JGEN/post Enc Calc JE created: ENC_PROJ HCMENCDEFN							6/7/2018			
Run BOR_CA_DATA_NOT_JGEN_HRA and journal generate if any are outstanding.										
SSC Tasks:										
Create Wire for:				86B1						
Process GL for:					86B1					
Process Money Movement JE for:					86B1					
Process Encumbrances: True-up										
Process Encumbrances: Full							Yes			
Process Retros: after 5 pm			Yes	Yes	Yes	Yes	Yes			Yes
At institution's request:										
Process Zero Encumbrance with time for Insituion to analyze in PSFIN, followed by full encumbrance calc										
Process Full Encumbrance										
Process Encumbrance for Specified Posn.										

	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday
	6/12/2018	6/13/2018	6/14/2018	6/15/2018	6/16/2018	6/17/2018	6/18/2018	6/19/2018	6/20/2018	6/21/2018
Holidays/System Down/Other										
Payroll Confirmed	86X2					86B2				
Institution Tasks:										
Review wire, Notify USO Bus. Svc. if issue noted	86X2							86B2		
Ensure funding available for wire	86X2							86B2		
Work Pre Dist Audit & Data Integrity Queries for:							86B2	86B2		
Work Invalid Funding for:	86B2:86M1	86B2:86M1	86B2:86M1	86B2:86M1			86M1	86M1	86M1:87B1	86M1:87B1
JGEN/Post Retros Processed on:	6/11/2018	6/12/2018	6/13/2018	6/14/2018			6/15/2018	6/18/2018	6/19/2018	6/20/2018
PAYROLL_RD HCMPAYDEFN PAYROLL_RD HCMENCDEFN										
JGEN/Post GL Payroll JE PAYROLL_EX HCMPAYDEFN PAYROLL_EN HCMENCDEFN			86X2							86B2
JGEN/Post Money Movement JE PAYROLL_MM HCMPAYDEFN			86X2							86B2
JGEN/post Enc Calc JE created: ENC_PROJ HCMENCDEFN										
Run BOR_CA_DATA_NOT_JGEN_HRA and journal generate if any are outstanding.										
SSC Tasks:										
Create Wire for:	86X2							86B2		
Process GL for:		86X2							86B2	
Process Money Movement JE for:		86X2							86B2	
Process Encumbrances: True-up										
Process Encumbrances: Full										
Process Retros: after 5 pm	Yes	Yes	Yes	Yes			Yes	Yes	Yes	Yes
At institution's request:										
Process Zero Encumbrance with time for Insitution to analyze in PSFIN, followed by full encumbrance calc										
Process Full Encumbrance										
Process Encumbrance for Specified Posn.										

	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	6/22/2018	6/23/2018	6/24/2018	6/25/2018	6/26/2018	6/27/2018	6/28/2018	6/29/2018	6/30/2018
Holidays/System Down/Other									
Payroll Confirmed	86M1:86X3								
Institution Tasks:									
Review wire, Notify USO Bus. Svc. if issue noted					86M1:86X3				
Ensure funding available for wire					86M1:86X3				
Work Pre Dist Audit & Data Integrity Queries for:				86M1	86M1			87B1	
Work Invalid Funding for:	86M1:87B1			87B1	87B1	87B1:87M1	87B1:87M1	87M1	
JGEN/Post Retros Processed on:	6/21/2018			6/22/2018	6/25/2018	6/26/2018	6/27/2018	6/28/2018	
PAYROLL_RD HCMPAYDEFN PAYROLL_RD HCMENCDEFN									
JGEN/Post GL Payroll JE PAYROLL_EX HCMPAYDEFN PAYROLL_EN HCMENCDEFN							86M1:86X3		
JGEN/Post Money Movement JE PAYROLL_MM HCMPAYDEFN							86M1:86X3		
JGEN/post Enc Calc JE created: ENC_PROJ HCMENCDEFN	6/21/2018							6/28/2018 Run Zero in Financials after	
Run BOR_CA_DATA_NOT_JGEN_HRA and journal generate if any are outstanding.									
SSC Tasks:									
Create Wire for:					86M1:86X3				
Process GL for:						86M1:86X3			
Process Money Movement JE for:						86M1:86X3			
Process Encumbrances: True-up									
Process Encumbrances: Full							Run Zero Enc w/o Enc Calc		
Process Retros: after 5 pm	Yes			Yes	Yes	Yes	Yes	Yes	
At institution's request:									
Process Zero Encumbrance with time for Insituition to analyze in PSFIN, followed by full encumbrance calc									
Process Full Encumbrance									
Process Encumbrance for Specified Posn.									

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	
	7/1/2018	7/2/2018	7/3/2018	7/4/2018	7/5/2018	7/6/2018	
Holidays/System Down/Other	Holiday						
Payroll Confirmed	87B1						
Institution Tasks:							
Review wire, Notify USO Bus. Svc. if issue noted		87B1					
Ensure funding available for wire		87B1					
Work Pre Dist Audit & Data Integrity Queries for:		87B1					
Work Invalid Funding for:		87M1	87B2:87M1		87B2:87M1	87B2:87M1	
JGEN/Post Retros Processed on: PAYROLL_RD HCOMPAYDEFN PAYROLL_RD HCMENCDEFN		6/29/2018	7/2/2018		7/3/2018	7/5/2018	
JGEN/Post GL Payroll JE PAYROLL_EX HCOMPAYDEFN PAYROLL_EN HCMENCDEFN			7-2-18 for FY19		87B1		
JGEN/Post Money Movement JE PAYROLL_MM HCOMPAYDEFN					87B1		
JGEN/post Enc Calc JE created: ENC_PROJ HCMENCDEFN							
Run BOR_CA_DATA_NOT_JGEN_HRA and journal generate if any are outstanding.							
SSC Tasks:							
Create Wire for:		87B1					
Process GL for:			87B1				
Process Money Movement JE for:			87B1				
Process Encumbrances: True-up							
Process Encumbrances: Full		Yes - FY2019					
Process Retros: after 5 pm		Yes for FY18	Yes for FY18		Yes for FY18	Yes for FY18	
At institution's request:							
Process Zero Encumbrance with time for Insituition to analyze in PSFIN, followed by full encumbrance calc							
Process Full Encumbrance							
Process Encumbrance for Specified Posn.							