

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday
	5/7/2018	5/8/2018	5/9/2018	5/10/2018	5/11/2018	5/12/2018	5/13/2018	5/14/2018	5/15/2018	5/16/2018
Holidays/System Down/Other										
Payroll Confirmed	85B1							85X2		
Institution Tasks:										
Review wire, Notify USO Bus. Svc. if issue noted		85B1							85X2	
Ensure funding available for wire		85B1							85X2	
Work Pre Dist Audit & Data Integrity Queries for:	85B1	85B1								
Work Invalid Funding for:	85M1	85M1	85B2:85M1	85B2:85M1	85B2:85M1			85B2:85M1	85B2:85M1	85B2:85M1
JGEN/Post Retros Processed on: PAYROLL_RD HCMPAYDEFN PAYROLL_RD HCMENCDEFN	5/4/2018	5/7/2018	5/8/2018	5/9/2018	5/10/2018			5/11/2018	5/14/2018	5/15/2018
JGEN/Post GL Payroll JE PAYROLL_EX HCMPAYDEFN PAYROLL_EN HCMENCDEFN				85B1						
JGEN/Post Money Movement JE PAYROLL_MM HCMPAYDEFN				85B1						
JGEN/post Enc Calc JE created: ENC_PROJ HCMENCDEFN					5/10/2018					
Run BOR_CA_DATA_NOT_JGEN_HRA and journal generate if any are outstanding.										
SSC Tasks:										
Create Wire for:		85B1							85X2	
Process GL for:			85B1							85X2
Process Money Movement JE for:			85B1							85X2
Process Encumbrances: True-up				Yes						
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 Insituition to analyze in PSFIN, followed by full encumbrance calc										
Process Full Encumbrance										
Process Encumbrance for Specified Posn.										

	Thursday	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	5/17/2018	5/18/2018	5/19/2018	5/20/2018	5/21/2018	5/22/2018	5/23/2018	5/24/2018	5/25/2018	5/26/2018
Holidays/System Down/Other										
Payroll Confirmed						85B2			85M1	
Institution Tasks:										
Review wire, Notify USO Bus. Svc. if issue noted						85B2			85M1	
Ensure funding available for wire						85B2			85M1	
Work Pre Dist Audit & Data Integrity Queries for:					85B2	85B2		85M1	85M1	
Work Invalid Funding for:	85B2:85M1	85B2:85M1			85M1	85M1	86B1:85M1	86B1	86B1	
JGEN/Post Retros Processed on: PAYROLL_RD HCMPAYDEFN PAYROLL_RD HCMENCDEFN	5/16/2018	5/17/2018			5/18/2018	5/21/2018	5/22/2018	5/23/2018	5/24/2018	
JGEN/Post GL Payroll JE PAYROLL_EX HCMPAYDEFN PAYROLL_EN HCMENCDEFN	85X2							85B2		
JGEN/Post Money Movement JE PAYROLL_MM HCMPAYDEFN	85X2							85B2		
JGEN/post Enc Calc JE created: ENC_PROJ HCMENCDEFN									5/24/2018	
Run BOR_CA_DATA_NOT_JGEN_HRA and journal generate if any are outstanding.										
SSC Tasks:										
Create Wire for:						85B2			85M1	
Process GL for:							85B2			
Process Money Movement JE for:							85B2			
Process Encumbrances: True-up								Yes		
Process Encumbrances: Full										
Process Retros: after 5 pm	Yes	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	Saturday	Sunday	Monday	Tuesday
	5/27/2018	5/28/2018	5/29/2018	5/30/2018	5/31/2018	6/1/2018	6/2/2018	6/3/2018	6/4/2018	6/5/2018
Holidays/System Down/Other	Holiday									
Payroll Confirmed			86X1							86B1
Institution Tasks:										
Review wire, Notify USO Bus. Svc. if issue noted			86X1							86B1
Ensure funding available for wire			86X1							86B1
Work Pre Dist Audit & Data Integrity Queries for:									86B1	86B1
Work Invalid Funding for:			86B1:86M1	86B1:86M1	86B1:86M1	86B1:86M1			86M1	86M1
JGEN/Post Retros Processed on: PAYROLL_RD HCMPAYDEFN PAYROLL_RD HCMENCDEFN			5/25/2018	5/29/2018	5/30/2018	5/31/2018			6/1/2018	6/4/2018
JGEN/Post GL Payroll JE PAYROLL_EX HCMPAYDEFN PAYROLL_EN HCMENCDEFN				85M1	86X1					
JGEN/Post Money Movement JE PAYROLL_MM HCMPAYDEFN				85M1	86X1					
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:			86X1							86B1
Process GL for:			85M1	86X1						
Process Money Movement JE for:			85M1	86X1						
Process Encumbrances: True-up										
Process Encumbrances: Full										
Process Retros: after 5 pm			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.										

	Wednesday	Thursday	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
	6/6/2018	6/7/2018	6/8/2018	6/9/2018	6/10/2018	6/11/2018	6/12/2018	6/13/2018	6/14/2018	6/15/2018
Holidays/System Down/Other										
Payroll Confirmed	86X2									
Institution Tasks:										
Review wire, Notify USO Bus. Svc. if issue noted							86X2			
Ensure funding available for wire							86X2			
Work Pre Dist Audit & Data Integrity Queries for:										
Work Invalid Funding for:	86B2:86M1	86B2:86M1	86B2:86M1			86B2:86M1	86B2:86M1	86B2:86M1	86B2:86M1	86B2:86M1
JGEN/Post Retros Processed on:	6/5/2018	6/6/2018	6/7/2018			6/8/2018	6/11/2018	6/12/2018	6/13/2018	6/14/2018
PAYROLL_RD HCMPAYDEFN PAYROLL_RD HCMENCDEFN										
JGEN/Post GL Payroll JE PAYROLL_EX HCMPAYDEFN PAYROLL_EN HCMENCDEFN		86B1							86X2	
JGEN/Post Money Movement JE PAYROLL_MM HCMPAYDEFN		86B1							86X2	
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:							86X2			
Process GL for:	86B1							86X2		
Process Money Movement JE for:	86B1							86X2		
Process Encumbrances: True-up		Yes								
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.										

	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Monday
	6/16/2018	6/17/2018	6/18/2018	6/19/2018	6/20/2018	6/21/2018	6/22/2018	6/23/2018	6/24/2018	6/25/2018
Holidays/System Down/Other										
Payroll Confirmed	86B2									
Institution Tasks:										
Review wire, Notify USO Bus. Svc. if issue noted				86B2						
Ensure funding available for wire				86B2						
Work Pre Dist Audit & Data Integrity Queries for:			86B2	86B2				86M1		
Work Invalid Funding for:			86M1	86M1	86M1:87B1	86M1:87B1	86M1:87B1	87B1		
JGEN/Post Retros Processed on: PAYROLL_RD HCMPAYDEFN PAYROLL_RD HCMENCDEFN			6/15/2018	6/18/2018	6/19/2018	6/20/2018	6/21/2018	6/22/2018		
JGEN/Post GL Payroll JE PAYROLL_EX HCMPAYDEFN PAYROLL_EN HCMENCDEFN						86B2				
JGEN/Post Money Movement JE PAYROLL_MM HCMPAYDEFN						86B2				
JGEN/post Enc Calc JE created: ENC_PROJ HCMENCDEFN							6/21/2018			
Run BOR_CA_DATA_NOT_JGEN_HRA and journal generate if any are outstanding.										
SSC Tasks:										
Create Wire for:				86B2						
Process GL for:					86B2					
Process Money Movement JE for:					86B2					
Process Encumbrances: True-up						Yes				
Process Encumbrances: Full										
Process Retros: after 5 pm			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.										

	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday
	6/26/2018	6/27/2018	6/28/2018	6/29/2018	6/30/2018	7/1/2018	7/2/2018	7/3/2018	7/4/2018
Holidays/System Down/Other	Holiday								
Payroll Confirmed	86M1:86X3						87B1		
Institution Tasks:									
Review wire, Notify USO Bus. Svc. if issue noted	86M1:86X3						87B1		
Ensure funding available for wire	86M1:86X3						87B1		
Work Pre Dist Audit & Data Integrity Queries for:	86M1			87B1			87B1		
Work Invalid Funding for:	87B1	87B1:87M1	87B1:87M1	87M1			87M1	87B2:87M1	
JGEN/Post Retros Processed on: PAYROLL_RD HCMPAYDEFN PAYROLL_RD HCMENCDEFN	6/25/2018	6/26/2018	6/27/2018	6/28/2018			6/29/2018	7/2/2018	
JGEN/Post GL Payroll JE PAYROLL_EX HCMPAYDEFN PAYROLL_EN HCMENCDEFN			86M1:86X3					7-2-18 for FY19	
JGEN/Post Money Movement JE PAYROLL_MM HCMPAYDEFN			86M1:86X3						
JGEN/post Enc Calc JE created: ENC_PROJ HCMENCDEFN				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						87B1		
Process GL for:		86M1:86X3						87B1	
Process Money Movement JE for:		86M1:86X3						87B1	
Process Encumbrances: True-up									
Process Encumbrances: Full			Run Zero Enc w/o Enc Calc				Yes - FY2019		
Process Retros: after 5 pm	Yes	Yes	Yes	Yes			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.									

	Thursday	Friday	
	7/5/2018	7/6/2018	
Holidays/System Down/Other			
Payroll Confirmed			
Institution Tasks:			
Review wire, Notify USO Bus. Svc. if issue noted			
Ensure funding available for wire			
Work Pre Dist Audit & Data Integrity Queries for:			
Work Invalid Funding for:	87B2:87M1	87B2:87M1	
JGEN/Post Retros Processed on: PAYROLL_RD HCMPAYDEFN PAYROLL_RD HCMENCDEFN	7/3/2018	7/5/2018	
JGEN/Post GL Payroll JE PAYROLL_EX HCMPAYDEFN PAYROLL_EN HCMENCDEFN	87B1		
JGEN/Post Money Movement JE PAYROLL_MM HCMPAYDEFN	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:			
Process GL for:			
Process Money Movement JE for:			
Process Encumbrances: True-up			
Process Encumbrances: Full			
Process Retros: after 5 pm	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.			