



Monthly Processing Timeline

Day 1 – Calc Day

9:00 a.m.

- Pay groups due
- Pay sheet creation
- Retro pay loaded
- Initial Automated Adjustments load

12:00 p.m.

- Institution initial review (target)*

Day 2 – Adjustment Day

9:00 a.m.

- Absence calendar closes
- VPO Requests due

11:00 a.m.

- Initial Time and Labor load
- Initial manual adjustments due
- Automated Adjustment load #2

2:00 p.m.

- Institution adjustment review (target)

5:00 p.m.

- HR Lock

Day 3 – Confirm Day

9:00 a.m.

- Absence off cycle requests due
- Final Time and Labor load
- Final Automated Adjustment load

11:00 a.m.

- Final manual adjustments due

12:00 p.m.

- Institution final review (target)

2:00 p.m.

- Confirm payroll (hard deadline)

*There will be no manual adjustments entered by the SSC on Calc day. All adjustments should be entered via the automated adjustment functionality; adjustments that cannot be entered via automated adjustments should be accumulated for submission to the SSC before 11:00 on adjustment day.