



## **Day 1 – Calc Day**

9 a.m.

- Pay groups due to SSC
- Pay sheet creation
- Retro pay loaded
- Automated Adjustments load #1

12 p.m.

- Institution initial review (target)\*

## **Day 2 – Adjustment Day**

9 a.m.

- Absence calendar closes

11 a.m.

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

2 p.m.

- Institution adjustment review (target)

## **Day 3 – Confirm Day**

9 a.m.

- Absence off cycle requests due to SSC
- Final Time and Labor load
- Automated Adjustment load #3

10 a.m.

- Final manual adjustment spreadsheet due to SSC

11 a.m.

- Institution final review (target)

2 p.m.

- Confirm payroll (hard)

\*There will be no 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 a.m. on adjustment day.