

**SAM II HR/PAYROLL
PAYROLL PROCESSING SCHEDULE**

PAY CYCLE	PAY CYCLE DATES	GUARANTEED APPROVAL DATE FOR TRANSACTIONS (1)	TIME & LEAVE ENTRY	Down 6:00 pm		CHECKS AVAILABLE	CHECK DATE
				PRELIM GTN RUN BEGINS 6:00 p.m. (3)	REGULAR GTN/GL INTERFACE (4)		
Dec 2010 Pay Cycle 2	12/16/10 to 12/31/10	01/01/11	12/23/10 to 01/06/11	01/06/11	01/07/11	01/12/11	01/14/11
Jan 2011 Pay Cycle 1	01/01/11 to 01/15/11	01/16/11	01/08/11 to 01/22/11	01/22/11	01/24/11	01/27/11	01/31/11
Jan 2011 Pay Cycle 2	01/16/11 to 01/31/11	02/01/11	01/25/11 to 02/05/11	02/05/11	02/07/11	02/10/11	02/15/11
Feb 2011 Pay Cycle 1	02/01/11 to 02/15/11	02/16/11	02/8/11 to 02/19/11	02/19/11	02/22/11	02/24/11	02/28/11
Feb 2011 Pay Cycle 2	02/16/11 to 02/28/11	03/01/11	02/23/11 to 03/07/11	03/07/11	03/08/11	03/11/11	03/15/11
Mar 2011 Pay Cycle 1	03/01/11 to 03/15/11	03/16/11	3/09/11 to 03/23/11	03/23/11	03/24/11	03/29/11	03/31/11
Mar 2011 Pay Cycle 2	03/16/11 to 03/31/11	04/01/11	03/25/11 to 04/07/11	04/07/11	04/08/11	04/13/11	04/15/11
Apr 2011 Pay Cycle 1	04/01/11 to 04/15/11	04/16/11	04/09/11 to 04/21/11	04/21/11	04/22/11	04/27/11	04/29/11
Apr 2011 Pay Cycle 2	04/16/11 to 04/30/11	05/01/11	04/23/11 to 05/05/11	05/05/11	05/06/11	05/12/11	05/16/11
May 2011 Pay Cycle 1	05/1/11 to 05/15/11	05/16/11	05/07/11 to 5/21/11	05/21/11	05/23/11	05/26/11	05/31/11
May 2011 Pay Cycle 2	05/16/11 to 05/31/11	06/01/11	05/24/11 to 06/07/11	06/07/11	06/08/11	06/13/11	06/15/11
Jun 2011 Pay Cycle 1	06/01/11 to 06/15/11	06/16/11	06/09/11 to 06/22/11	06/22/11	06/23/11	06/28/11	06/30/11
Jun 2011 Pay Cycle 2	06/16/11 to 06/30/11	07/01/11	06/24/11 to 07/07/11	07/07/11***	07/08/11	07/13/11	07/15/11
July 2011 Pay Cycle 1	07/01/11 to 07/15/11	07/16/11	07/09/11 to 07/21/11	07/21/11	07/22/11	07/27/11	07/29/11
July 2011 Pay Cycle 2	07/16/11 to 07/31/11	08/01/11	07/23/11 to 08/06/11	08/06/11	08/08/11	08/11/11	08/15/11
Aug 2011 Pay Cycle 1	08/01/11 to 08/15/11	08/16/11	08/09/11 to 08/23/11	08/23/11	08/24/11	08/29/11	08/31/11
Aug 2011 Pay Cycle 2	08/16/11 to 08/31/11	09/01/11	08/25/11 to 09/07/11	09/07/11	09/08/11	09/13/11	09/15/11
Sept 2011 Pay Cycle 1	09/01/11 to 09/15/11	09/16/11	09/09/11 to 09/22/11	09/22/11	09/23/11	09/28/11	09/30/11
Sept 2011 Pay Cycle 2	09/16/11 to 09/30/11	10/01/11	09/24/211 to 10/05/11	10/05/11	10/06/11	10/12/11	10/14/11
Oct 2011 Pay Cycle 1	10/01/11 to 10/15/11	10/16/11	10/07/11 to 10/22/11	10/22/11	10/24/11	10/27/11	10/31/11
Oct 2011 Pay Cycle 2	10/16/11 to 10/31/11	11/01/11	10/25/11 to 11/05/11	11/05/11	11/07/11	11/10/11	11/15/11
Nov 2011 Pay Cycle 1	11/01/11 to 11/15/11	11/16/11	11/08/11 to 11/21/11	11/21/11	11/22/11	11/28/11	11/30/11
Nov 2011 Pay Cycle 2	11/16/11 to 11/30/11	12/01/11	11/23/11 to 12/07/11	12/07/11	12/08/11	12/13/11	12/15/11
Dec 2011 Pay Cycle 1	12/01/11 to 12/15/11	12/16/11	12/09/11 to 12/21/11	12/21/11	12/22/11	12/28/11	12/30/11

(1) Position and Appointment Transactions (PSMTs and ESMTs) should be submitted as soon as the information to complete the transaction is known!

Transactions submitted after the Guaranteed Approval Date requiring OA Personnel action may not be processed in time for the Paycycle GTN Run.

(2) Direct deposit information must be submitted to OA Accounting as Agencies receive the information to assure proper processing.

(3) The HR/Payroll System will be UNAVAILABLE TO AGENCIES from 6:00 p.m. this date until completion of the cycle.

(4) GL Interface is the process where the Journal Vouchers get posted to the Financial System. To assure proper processing, the applicable Federal drawdowns and deposits must be accepted into the Financial System prior to this date.

(5) The supplemental cycles run two working days prior to and two working days after check date. Deadline for submitting requests is noon on both days.

****All LDPR entries must be entered with an effective date of 06/16/11 prior to this paycycle.

Any reporting categories should be added to the Financial System's RPTG table prior to June 30th.