

SAM II HR/PAYROLL PAYROLL PROCESSING SCHEDULE

Down 6:00 pm

PAY CYCLE	PAY CYCLE DATES	GUARANTEED APPROVAL DATE FOR TRANSACTIONS (1)	TIME AND LEAVE ENTRY	PRELIM GTN RUN BEGINS 6:00 p.m. (3)	REGULAR GTN/GL INTERFACE (4)	CHECKS AVAILABLE	CHECK DATE
Dec 2011 Pay Cycle 2	12/16/2011 to 12/31/2011	1/1/2012	12/23/2011 to 1/7/2012	1/7/2012	1/9/2012	1/12/2012	1/17/2012
Jan 2012 Pay Cycle 1	1/1/2012 to 1/15/2012	1/16/2012	1/10/2012 to 1/23/2012	1/23/2012	1/24/2012	1/27/2012	1/31/2012
Jan 2012 Pay Cycle 2	1/16/2012 to 1/31/2012	2/1/2012	1/25/2012 to 2/6/2012	2/6/2012	2/7/2012	2/10/2012	2/15/2012
Feb 2012 Pay Cycle 1	2/1/2012 to 2/15/2012	2/16/2012	2/8/2012 to 2/21/2012	2/21/2012	2/22/2012	2/27/2012	2/29/2012
Feb 2012 Pay Cycle 2	2/16/2012 to 2/29/2012	3/1/2012	2/23/2012 to 3/7/2012	3/7/2012	3/8/2012	3/13/2012	3/15/2012
Mar 2012 Pay Cycle 1	3/1/2012 to 3/15/2012	3/16/2012	3/9/2012 to 3/22/2012	3/22/2012	3/23/2012	3/28/2012	3/30/2012
Mar 2012 Pay Cycle 2	3/16/2012 to 3/31/2012	4/1/2012	3/24/2012 to 4/7/2012	4/7/2012	4/9/2012	4/12/2012	4/16/2012
Apr 2012 Pay Cycle 1	4/1/2012 to 4/15/2012	4/16/2012	4/10/2012 to 4/21/2012	4/21/2012	4/23/2012	4/26/2012	4/30/2012
Apr 2012 Pay Cycle 2	4/16/2012 to 4/30/2012	5/1/2012	4/24/2012 to 5/5/2012	5/5/2012	5/7/2012	5/11/2012	5/15/2012
May 2012 Pay Cycle 1	5/1/2012 to 5/15/2012	5/16/2012	5/8/2012 to 5/22/2012	5/22/2012	5/23/2012	5/29/2012	5/31/2012
May 2012 Pay Cycle 2	5/16/2012 to 5/31/2012	6/1/2012	5/24/2012 to 6/7/2012	6/7/2012	6/8/2012	6/13/2012	6/15/2012
Jun 2012 Pay Cycle 1	6/1/2012 to 6/15/2012	6/16/2012	6/9/2012 to 6/21/2012	6/21/2012	6/22/2012	6/27/2012	6/29/2012
Jun 2012 Pay Cycle 2	6/16/2012 to 6/30/2012	7/1/2012	6/23/2012 to 7/7/2012	7/7/2012	7/9/2012	7/12/2012	7/16/2012
Jul 2012 Pay Cycle 1	7/1/2012 to 7/15/2012	7/16/2012	7/10/2012 to 7/23/2012	7/23/2012	7/24/2012	7/27/2012	7/31/2012
Jul 2012 Pay Cycle 2	7/16/2012 to 7/31/2012	8/1/2012	7/25/2012 to 8/7/2012	8/7/2012	8/8/2012	8/13/2012	8/15/2012
Aug 2012 Pay Cycle 1	8/1/2012 to 8/15/2012	8/16/2012	8/9/2012 to 8/23/2012	8/23/2012	8/24/2012	8/29/2012	8/31/2012
Aug 2012 Pay Cycle 2	8/16/2012 to 8/31/2012	9/1/2012	8/25/2012 to 9/6/2012	9/6/2012	9/7/2012	9/12/2012	9/14/2012
Sep 2012 Pay Cycle 1	9/1/2012 to 9/15/2012	9/16/2012	9/8/2012 to 9/20/2012	9/20/2012	9/21/2012	9/26/2012	9/28/2012
Sep 2012 Pay Cycle 2	9/16/2012 to 9/30/2012	10/1/2012	9/22/2012 to 10/4/2012	10/4/2012	10/5/2012	10/11/2012	10/15/2012
Oct 2012 Pay Cycle 1	10/1/2012 to 10/15/2012	10/16/2012	10/6/2012 to 10/23/2012	10/23/2012	10/24/2012	10/29/2012	10/31/2012
Oct 2012 Pay Cycle 2	10/16/2012 to 10/31/2012	11/1/2012	10/25/2012 to 11/6/2012	11/6/2012	11/7/2012	11/13/2012	11/15/2012
Nov 2012 Pay Cycle 1	11/1/2012 to 11/15/2012	11/16/2012	11/8/2012 to 11/20/2012	11/20/2012	11/21/2012	11/28/2012	11/30/2012
Nov 2012 Pay Cycle 2	11/16/2012 to 11/30/2012	12/1/2012	11/22/2012 to 12/6/2012	12/6/2012	12/7/2012	12/12/2012	12/14/2012
Dec 2012 Pay Cycle 1	12/1/2012 to 12/15/2012	12/16/2012	12/8/2012 to 12/20/2012	12/20/2012	12/21/2012	12/27/2012	12/31/2012

(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 6/16/2012 prior to the July 7th prelim cycle.

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

Last updated 10/25/2011 1:23:15 PM