

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 2012 Pay Cycle 2	12/16/2012 to 12/31/2012	1/1/2013	12/22/2012 to 1/7/2013	1/7/2013	1/8/2013	1/11/2013	1/15/2013
Jan 2013 Pay Cycle 1	1/1/2013 to 1/15/2013	1/16/2013	1/9/2013 to 1/23/2013	1/23/2013	1/24/2013	1/29/2013	1/31/2013
Jan 2013 Pay Cycle 2	1/16/2013 to 1/31/2013	2/1/2013	1/25/2013 to 2/6/2013	2/6/2013	2/7/2013	2/13/2013	2/15/2013
Feb 2013 Pay Cycle 1	2/1/2013 to 2/15/2013	2/16/2013	2/8/2013 to 2/21/2013	2/21/2013	2/22/2013	2/26/2013	2/28/2013
Feb 2013 Pay Cycle 2	2/16/2013 to 2/28/2013	3/1/2013	2/23/2013 to 3/7/2013	3/7/2013	3/8/2013	3/13/2013	3/15/2013
Mar 2013 Pay Cycle 1	3/1/2013 to 3/15/2013	3/16/2013	3/9/2013 to 3/21/2013	3/21/2013	3/22/2013	3/27/2013	3/29/2013
Mar 2013 Pay Cycle 2	3/16/2013 to 3/31/2013	4/1/2013	3/23/2013 to 4/6/2013	4/6/2013	4/8/2013	4/11/2013	4/15/2013
Apr 2013 Pay Cycle 1	4/1/2013 to 4/15/2013	4/16/2013	4/9/2013 to 4/22/2013	4/22/2013	4/23/2013	4/26/2013	4/30/2013
Apr 2013 Pay Cycle 2	4/16/2013 to 4/30/2013	5/1/2013	4/24/2013 to 5/6/2013	5/6/2013	5/7/2013	5/13/2013	5/15/2013
May 2013 Pay Cycle 1	5/1/2013 to 5/15/2013	5/16/2013	5/8/2013 to 5/22/2013	5/22/2013	5/23/2013	5/29/2013	5/31/2013
May 2013 Pay Cycle 2	5/16/2013 to 5/31/2013	6/1/2013	5/24/2013 to 6/6/2013	6/6/2013	6/7/2013	6/12/2013	6/14/2013
Jun 2013 Pay Cycle 1	6/1/2013 to 6/15/2013	6/16/2013	6/8/2013 to 6/20/2013	6/20/2013	6/21/2013	6/26/2013	6/28/2013
Jun 2013 Pay Cycle 2	6/16/2013 to 6/30/2013	7/1/2013	6/22/2013 to 7/6/2013	7/6/2013	7/8/2013	7/11/2013	7/15/2013
Jul 2013 Pay Cycle 1	7/1/2013 to 7/15/2013	7/16/2013	7/9/2013 to 7/23/2013	7/23/2013	7/24/2013	7/29/2013	7/31/2013
Jul 2013 Pay Cycle 2	7/16/2013 to 7/31/2013	8/1/2013	7/25/2013 to 8/7/2013	8/7/2013	8/8/2013	8/13/2013	8/15/2013
Aug 2013 Pay Cycle 1	8/1/2013 to 8/15/2013	8/16/2013	8/9/2013 to 8/22/2013	8/22/2013	8/23/2013	8/28/2013	8/30/2013
Aug 2013 Pay Cycle 2	8/16/2013 to 8/31/2013	9/1/2013	8/24/2013 to 9/7/2013	9/7/2013	9/9/2013	9/12/2013	9/16/2013
Sep 2013 Pay Cycle 1	9/1/2013 to 9/15/2013	9/16/2013	9/10/2013 to 9/21/2013	9/21/2013	9/23/2013	9/26/2013	9/30/2013
Sep 2013 Pay Cycle 2	9/16/2013 to 9/30/2013	10/1/2013	9/24/2013 to 10/5/2013	10/5/2013	10/7/2013	10/10/2013	10/15/2013
Oct 2013 Pay Cycle 1	10/1/2013 to 10/15/2013	10/16/2013	10/8/2013 to 10/23/2013	10/23/2013	10/24/2013	10/29/2013	10/31/2013
Oct 2013 Pay Cycle 2	10/16/2013 to 10/31/2013	11/1/2013	10/25/2013 to 11/6/2013	11/6/2013	11/7/2013	11/13/2013	11/15/2013
Nov 2013 Pay Cycle 1	11/1/2013 to 11/15/2013	11/16/2013	11/8/2013 to 11/20/2013	11/20/2013	11/21/2013	11/26/2013	11/29/2013
Nov 2013 Pay Cycle 2	11/16/2013 to 11/30/2013	12/1/2013	11/22/2013 to 12/7/2013	12/7/2013	12/9/2013	12/12/2013	12/16/2013
Dec 2013 Pay Cycle 1	12/1/2013 to 12/15/2013	12/16/2013	12/10/2013 to 12/21/2013	12/21/2013	12/23/2013	12/27/2013	12/31/2013

(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 6/16/2013 prior to the July 6th prelim cycle.

Any reporting categories should be added to the Financial System's RPTG table prior to June 28th.

Last updated 9/21/2012 1:27:55 PM