

## SAM II HR/PAYROLL PROCESSING SCHEDULE

Down 6:00 pm

PAY CYCLE	PAY CYCLE DATES	GUARANTEED APPROVAL DATE FOR TRANSACTIONS (1)	TIME & LEAVE ENTRY	PRELIM GTN RUN BEGINS 6:00 p.m. (3)	REGULAR GTN/GL INTERFACE (4)	CHECKS AVAILABLE	CHECK DATE
Dec 2013 Pay Cycle 2	12/16/2013 to 12/31/2013	01/01/14	12/24/2013 to 1/7/2014	01/07/14	01/08/14	01/13/14	01/15/14
Jan 2014 Pay Cycle 1	1/1/2014 to 1/15/2014	01/16/14	1/9/2014 to 1/23/2014	01/23/14	01/24/14	01/29/14	01/31/14
Jan 2014 Pay Cycle 2	1/16/2014 to 1/31/2014	02/01/14	1/25/2014 to 2/5/2014	02/05/14	02/06/14	02/11/14	02/14/14
Feb 2014 Pay Cycle 1	2/1/2014 to 2/15/2014	02/16/14	2/7/2014 to 2/20/2014	02/20/14	02/21/14	02/26/14	02/28/14
Feb 2014 Pay Cycle 2	2/16/2014 to 2/28/2014	03/01/14	2/22/2014 to 3/6/2014	03/06/14	03/07/14	03/12/14	03/14/14
Mar 2014 Pay Cycle 1	3/1/2014 to 3/15/2014	03/16/14	3/8/2014 to 3/22/2014	03/22/14	03/24/14	03/27/14	03/31/14
Mar 2014 Pay Cycle 2	3/16/2014 to 3/31/2014	04/01/14	3/25/2014 to 4/7/2014	04/07/14	04/08/14	04/11/14	04/15/14
Apr 2014 Pay Cycle 1	4/1/2014 to 4/15/2014	04/16/14	4/9/2014 to 4/22/2014	04/22/14	04/23/14	04/28/14	04/30/14
Apr 2014 Pay Cycle 2	4/16/2014 to 4/30/2014	05/01/14	4/24/2014 to 5/6/2014	05/06/14	05/07/14	05/13/14	05/15/14
May 2014 Pay Cycle 1	5/1/2014 to 5/15/2014	05/16/14	5/8/2014 to 5/21/2014	05/21/14	05/22/14	05/28/14	05/30/14
May 2014 Pay Cycle 2	5/16/2014 to 5/31/2014	06/01/14	5/23/2014 to 6/7/2014	06/07/14	06/09/14	06/12/14	06/16/14
Jun 2014 Pay Cycle 1	6/1/2014 to 6/15/2014	06/16/14	6/10/2014 to 6/21/2014	06/21/14	06/23/14	06/26/14	06/30/14
Jun 2014 Pay Cycle 2	6/16/2014 to 6/30/2014	07/01/14	6/24/2014 to 7/7/2014	7/7/2014****	07/08/14	07/11/14	07/15/14
Jul 2014 Pay Cycle 1	7/1/2014 to 7/15/2014	07/16/14	7/9/2014 to 7/23/2014	07/23/14	07/24/14	07/29/14	07/31/14
Jul 2014 Pay Cycle 2	7/16/2014 to 7/31/2014	08/01/14	7/25/2014 to 8/7/2014	08/07/14	08/08/14	08/13/14	08/15/14
Aug 2014 Pay Cycle 1	8/1/2014 to 8/15/2014	08/16/14	8/9/2014 to 8/21/2014	08/21/14	08/22/14	08/27/14	08/29/14
Aug 2014 Pay Cycle 2	8/16/2014 to 8/31/2014	09/01/14	8/23/2014 to 9/6/2014	09/06/14	09/08/14	09/11/14	09/15/14
Sep 2014 Pay Cycle 1	9/1/2014 to 9/15/2014	09/16/14	9/9/2014 to 9/22/2014	09/22/14	09/23/14	09/26/14	09/30/14
Sep 2014 Pay Cycle 2	9/16/2014 to 9/30/2014	10/01/14	9/24/2014 to 10/6/2014	10/06/14	10/07/14	10/10/14	10/15/14
Oct 2014 Pay Cycle 1	10/1/2014 to 10/15/2014	10/16/14	10/8/2014 to 10/23/2014	10/23/14	10/24/14	10/29/14	10/31/14
Oct 2014 Pay Cycle 2	10/16/2014 to 10/31/2014	11/01/14	10/25/2014 to 11/5/2014	11/05/14	11/06/14	11/12/14	11/14/14
Nov 2014 Pay Cycle 1	11/1/2014 to 11/15/2014	11/16/14	11/7/2014 to 11/19/2014	11/19/14	11/20/14	11/25/14	11/28/14
Nov 2014 Pay Cycle 2	11/16/2014 to 11/30/2014	12/01/14	11/21/2014 to 12/6/2014	12/06/14	12/08/14	12/11/14	12/15/14
Dec 2014 Pay Cycle 1	12/1/2014 to 12/15/2014	12/16/14	12/9/2014 to 12/22/2014	12/22/14	12/23/14	12/29/14	12/31/14

- (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.**  
Submitting direct deposit applications on the day of Prelim or Regular cycle does NOT guarantee 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 06/16/14 prior to this paycycle.  
Any reporting categories should be added to the Financial System's RPTG table prior to June 30th.