

2007 Payroll Processing Schedule

DRAFT

Pay Cycle 1	Payday 2	Pay Period 3	Roster Available 4	Deadline for Submitting Paper Forms to Payroll 5	Last Day to Update EDB & Have Change Show on Roster 6	Last Day to Enter Time on Roster 7	Pay Compute & Last Day For EDAT Transactions. Last Day to Update EDB for All Subs 8 9	IPAY Screens Available 10	Month Transactions Should Appear on the Distribution of Payroll Expense Report 11	
MO	01/01/07	12/01/06-12/31/06	12/14/06	12/20/06	12/20/06	12/21/06	12/22/06	12/27/06		
B1	01/10/07	12/17/06-12/30/06	12/22/06	01/03/07	01/02/07	01/03/07	01/04/07	MM	01/05/07	Dec 06 (ETMO: 0706)
XX	01/17/07	01/01/07-01/31/07	-	01/09/07	-	-	01/11/07	01/12/07		
B2	01/24/07	12/31/06-01/13/07	01/10/07	01/17/07	01/16/07	01/17/07	01/18/07	01/19/07		
MO	02/01/07	01/01/07-01/31/07	01/18/07	01/24/07	01/24/07	01/25/07	01/26/07	01/29/07		
B1	02/07/07	01/14/07-01/27/07	01/25/07	01/31/07	01/30/07	01/31/07	02/01/07	MM	02/02/07	Jan 07 (ETMO: 0707)
XX	02/14/07	02/01/07-02/28/07	-	02/07/07	-	-	02/09/07	02/12/07		
B2	02/21/07	01/28/07-02/10/07	02/07/07	02/13/07	02/12/07	02/13/07	02/14/07	02/15/07		
MO	03/01/07	02/01/07-02/28/07	02/14/07	02/21/07	02/21/07	02/22/07	02/23/07	02/26/07		
B1	03/07/07	02/11/07-02/24/07	02/22/07	02/28/07	02/27/07	02/28/07	03/01/07	MM	03/02/07	Feb 07 (ETMO: 0708)
XX	03/14/07	03/01/07-03/31/07	-	03/07/07	-	-	03/09/07	03/12/07		
B2	03/21/07	02/25/07-03/10/07	03/08/07	03/14/07	03/13/07	03/14/07	03/15/07	03/16/07		
MO	03/29/07	03/01/07-03/31/07	03/15/07	03/21/07	03/21/07	03/22/07	03/23/07	03/26/07		
B1	04/04/07	03/11/07-03/24/07	03/21/07	03/27/07	03/26/07	03/27/07	03/28/07	MM	03/29/07	Mar 07 (ETMO: 0709)
XX	04/11/07	04/01/07-04/30/07	-	04/04/07	-	-	04/06/07	04/09/07		
B2	04/18/07	03/25/07-04/07/07	04/05/07	04/11/07	04/10/07	04/11/07	04/12/07	04/13/07		
MO	05/01/07	04/01/07-04/30/07	04/17/07	04/23/07	04/23/07	04/24/07	04/25/07	04/26/07		
B1	05/02/07	04/08/07-04/21/07	04/19/07	04/25/07	04/24/07	04/25/07	04/26/07	MM	04/27/07	Apr 07 (ETMO: 0710)
XX	05/09/07	05/01/07-05/31/07	-	05/02/07	-	-	05/04/07	05/07/07		
B2	05/16/07	04/22/07-05/05/07	05/03/07	05/09/07	05/08/07	05/09/07	05/10/07	05/11/07		
B1	05/30/07	05/06/07-05/19/07	05/16/07	05/22/07	05/21/07	05/22/07	05/23/07	05/24/07		
MO	06/01/07	05/01/07-05/31/07	05/17/07	05/23/07	05/23/07	05/24/07	05/25/07	MM	05/29/07	May 07 (ETMO: 0711)

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XX	06/06/07	06/01/07-06/30/07	-	05/30/07	-	-	06/01/07	06/04/07	
B2	06/13/07	05/20/07-06/02/07	05/31/07	06/06/07	06/05/07	06/06/07	06/07/07	06/08/07	
B1	06/27/07	06/03/07-06/16/07	06/14/07	06/20/07	06/19/07	06/20/07	06/21/07	06/22/07	
MO	06/29/07	06/01/07-06/30/07	06/15/07	06/21/07	06/21/07	06/22/07	06/25/07	06/26/07	
B2	07/11/07	06/17/07-06/30/07	06/27/07	07/03/07	07/02/07	07/03/07	07/05/07	MM 07/06/07	Jun 07 (ETMO: 0712)
XX	07/18/07	07/01/07-07/31/07	-	07/11/07	-	-	07/13/07	07/16/07	
B1	07/25/07	07/01/07-07/14/07	07/12/07	07/18/07	07/17/07	07/18/07	07/19/07	07/20/07	
MO	08/01/07	07/01/07-07/31/07	07/18/07	07/24/07	07/24/07	07/25/07	07/26/07	07/27/07	
B2	08/08/07	07/15/07-07/28/07	07/26/07	08/01/07	07/31/07	08/01/07	08/02/07	MM 08/03/07	Jul 08 (ETMO: 0801)
XX	08/15/07	08/01/07-08/31/07	-	08/08/07	-	-	08/10/07	08/13/07	
B1	08/22/07	07/29/07-08/11/07	08/09/07	08/15/07	08/14/07	08/15/07	08/16/07	08/17/07	
MO	08/31/07	08/01/07-08/31/07	08/17/07	08/23/07	08/23/07	08/24/07	08/27/07	08/28/07	
B2	09/05/07	08/12/07-08/25/07	08/22/07	08/28/07	08/27/07	08/28/07	08/29/07	MM 08/30/07	Aug 08 (ETMO: 0802)
XX	09/12/07	09/01/07-09/30/07	-	09/05/07	-	-	09/07/07	09/10/07	
B1	09/19/07	08/26/07-09/08/07	09/06/07	09/12/07	09/11/07	09/12/07	09/13/07	09/14/07	
MO	10/01/07	09/01/07-09/30/07	09/17/07	09/21/07	09/23/07	09/24/07	09/25/07	09/26/07	
B2	10/03/07	09/09/07-09/22/07	09/20/07	09/26/07	09/25/07	09/26/07	09/27/07	MM 09/28/07	Sep 08 (ETMO: 0803)
XX	10/10/07	10/01/07-10/31/07	-	10/02/07	-	-	10/04/07	10/05/07	
B1	10/17/07	09/23/07-10/06/07	10/04/07	10/10/07	10/09/07	10/10/07	10/11/07	10/12/07	
B2	10/31/07	10/07/07-10/20/07	10/18/07	10/24/07	10/23/07	10/24/07	10/25/07	10/26/07	
MO	11/01/07	10/01/07-10/31/07	10/18/07	10/24/07	10/24/07	10/25/07	10/26/07	MM 10/29/07	Oct 08 (ETMO: 0804)
XX	11/07/07	11/01/07-11/30/07	-	10/31/07	-	-	11/02/07	11/05/00	
B1	11/14/07	10/21/07-11/03/07	10/31/07	11/06/07	11/05/07	11/06/07	11/07/07	11/08/07	
B2	11/28/07	11/04/07-11/17/07	11/12/07	11/19/07	11/18/07	11/19/07	11/20/07	11/21/07	

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MO	11/30/07	11/01/07-11/30/07	11/14/07	11/20/07	11/20/07	11/21/07	11/26/07 MM	11/27/07	Nov 08 (ETMO: 0805)
XX	12/05/07	12/01/07-12/31/07	-	11/28/07	-	-	11/30/07	12/03/07	
B1	12/12/07	11/18/07-12/01/7	11/29/07	12/05/07	12/04/07	12/05/07	12/06/07	12/07/07	
B2	12/26/07	12/02/07-12/15/07	12/11/07	12/17/07	12/16/07	12/17/07	12/18/07	12/19/07	
MO	01/01/08	12/01/07-12/31/07	12/13/07	12/19/07	12/19/07	12/20/07	12/21/07	12/26/07	
B1	01/09/08	12/16/07-12/29/07	12/21/07	01/02/08	12/29/07	01/02/08	01/03/08 MM	01/04/08	Dec 08 (ETMO: 0806)
XX	01/16/08	01/01/08-01/31/08	-	01/09/08	-	-	01/10/08	01/11/08	
B2	01/23/08	12/30/07-01/12/08	01/09/08	01/15/08	01/15/08	01/16/08	01/17/08	01/18/08	

Header Definitions

- 1 **Pay Cycle** - the pay cycle code used by the OPTRS preparer to schedule a transaction for a specific future payday.
- 2 **Payday** - the day checks and direct deposits are issued/available
- 3 **Pay Period** - the pay period for the payday. The end date (the date following the dash) is used by the OPTRS preparer to schedule a transaction for a specific future payday. All transactions must be scheduled for future paydays. After entering the pay cycle and pay end date on any of the PTR screens, the PTR preparer should review the check date displayed by the system. If the date displayed is for a payday in the past or one for which the compute has already been run, the PTR preparer should cancel the transaction.
- 4 **Roster Available** - the first day the roster and checklist can be accessed on-line for a specific payday. Once the roster is available for a particular payday, departments should consider how processing EDB updates may affect the roster for an employee whose time is entered on the roster.
- 5 **Deadline for Submitting Paper Forms to Payroll** - includes Payroll Expense Transfers, One Time Payments for Comp Plan Faculty
- 6 **Last Day to Update EDB & Have Change Show on Roster** - the last day to change data on the EDB and have the change reflected on the roster. It is also the last day to add a new hire to the roster.
- 7 **Last Day to Enter Time on Roster** - the last day time can be entered or corrected on the roster for a specific payday.
- 8 **Pay Compute** - the *most important date* on the schedule. Tonight the OPTRS transactions held for processing for a specific payday are matched up with EDB data to produce paychecks and direct deposits for employees. It is very important the EDB data agrees with the data entered in the roster in order to produce correct paychecks and direct deposits. Since the pay compute runs at night, today is the last day to:
 - a. Enter a new hire on the EDB [*for all subs*]
 - b. Enter an EDAT transaction for a specific payday [*for all subs*]

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c. Review transactions on the IDTL screen prior to the pay compute. If the IDTL screen is accessed on this day, transactions on the roster for employees paid on a positive time basis will be listed on the screen with a transaction code of TX. For most employees paid on an exception time basis, no transactions will be listed on the IDTL screen, because the pay transactions are automatically generated by the system from the information on the EDB at the time of the compute. However, if overtime was entered and/or the pre-listed percent of time was changed for an employee paid on an exception time basis, transactions would be listed with a transaction code of TE.

- 9 **Monthly Maintenance [MM]** - the night appointments and distributions with end dates that are at least one month prior to the current month are dropped from the EDB.
- 10 **IPAY Screens Available to Verify Payments** - Pay transactions can be verified on the IPAY screens [IERN, IDSP, IGRS]
- 11 **Month Transactions should appear on the Distribution of Payroll Expense** - transactions processed for the paydays appearing in this section of the schedule that appear on the IPAY screens will be included in the DPE Report and the General Ledger for the month identified in this column.

** ***Supplemental Pay Cycles are available for EDAT transactions after monthly maintenance [MM] has run for the previous month***