Please remember:

Time Evaluation runs **DAILY**, Sunday - Saturday at 8am, 10am, 12pm, and 2pm.

Before the cut-off for keying time on Pre-Payroll and Final Payroll days, you should **ALWAYS** run the following reports:

- PT_BAL00, Variant: 00_TIME_ERRORS (to identify any time not keyed)
- PT_BAL00, Variant: 00_WWEEK_ERR (to identify work weeks with incorrect amount of hours keyed)
- PT_QTA10, Variant: 00_NEG_BALANCE (to identify negative comp balances)
- PT_ERL00, Variant: 00_ADVW_LEAVE (to identify anyone with adverse weather leave make-up causing OT)

**Calendars are subject to change at ANY time. Please check back frequently to ensure you are working from the most current version.**

Dates outlined in **RED** indicate an outage is scheduled for that day. Read the listed details for exact time.
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**January 2022 KHRIS Operations Calendar**

- **Monday, December 27, 2021**: 5pm/Off-Cycle requests due (files for 12/26)
- **Tuesday, December 28, 2021**: ON/Cycle requests due (files for 12/27)
- **Wednesday, December 29, 2021**: Payday (PP24)
- **Thursday, December 30, 2021**: Payday (PP24)
- **Friday, December 31, 2021**: Payday (PP24)
- **Saturday, January 1, 2022**: Payday (PP01)

**February 2022 KHRIS Operations Calendar**

- **Monday, January 2, 2022**: Payday (PP02)
- **Tuesday, January 3, 2022**: Payday (PP02)
- **Wednesday, January 4, 2022**: Payday (PP02)
- **Thursday, January 5, 2022**: Payday (PP02)
- **Friday, January 6, 2022**: Payday (PP02)
- **Saturday, January 7, 2022**: Payday (PP02)

**General Notes**

- **Payday (PP01)**: 8:00am/W2c & Adj Run-No downtime
- **Payday (PP24)**: 8:00am/W2c & Adj Run-No downtime
- **Payday (PP02)**: 8:00am/W2c & Adj Run-No downtime
- **Payday (PP02)**: 8:00am/W2c & Adj Run-No downtime
- **Payday (PP02)**: 8:00am/W2c & Adj Run-No downtime
- **Payday (PP02)**: 8:00am/W2c & Adj Run-No downtime

**System Status**

- **<3PR Files Available>**
- **<3PR Files Removed 12:01AM>**

**Important Dates**

- **3pm/INTERFACE files due**: (cks for 1/7)
- **3pm/INTERFACE files due**: (cks for 1/14)
- **3pm/INTERFACE files due**: (cks for 1/21)
- **3pm/INTERFACE files due**: (cks for 1/28)
- **3pm/INTERFACE files due**: (cks for 2/7)

**System Downtimes**

- **4pm-10pm/Down for W-2 Simulation**
- **Down for W-2 Production Run**
- **Down for W-2 Production Run**
- **Down for W-2 Production Run**
- **Down for W-2 Production Run**
- **Down for W-2 Production Run**

**Miscellaneous**

- **7am KHRIS Unlocked for Users**: Until 6pm/Down
- **Earliest retro date reset to 8/21**
- **Earliest retro date reset to 8/21**
- **Earliest retro date reset to 8/21**
- **Earliest retro date reset to 8/21**
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**Additional Information**

- **Revised: 07/27/2021**
- **-SUBJECT TO CHANGE-**
- **Click HERE to return to cover page**

**Links**

- **Click HERE to return to cover page**
### FEBRUARY 2022 KHRIS OPERATIONS CALENDAR

**Revised: 07/27/2021 - SUBJECT TO CHANGE -**

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- **3pm/INTERFACE files due**
- **3pm/OFF-CYCLE requests due (cks for 3/7)**
- **8am/W2c & Adj Run-No downtime**
- **Increment Lists (Feb)- DUE COB**
- **<3PR Files Removed 12:01AM>**
- **Mar Increment Lists Distributed**
- **<3PR Files Available>**
- **4pm-8pm/Down for INITIAL PAYROLL**
- **4pm/DOWN for FINAL PAYROLL**
- **7am KHRIS Unlocked for Users**
- **4:00pm-12am/Down for BN Billing**
- **8am/W2c & Adj Run-No downtime**
- **6pm/Down for monthly maintenance**
- **3pm/INTERFACE files due**
- **3pm/INTERFACE files due**
- **3pm/OFF-CYCLE requests due (cks for 2/15)**
- **Earliest retro date reset to 9/21**
- **8am/W2c & Adj Run-No downtime**
- **4pm-8pm/Down for INITIAL PAYROLL**
- **4pm-8pm/Down for INITIAL PAYROLL**
- **4pm/Down for FINAL PAYROLL**
- **7am KHRIS Unlocked for Users**
- **4:00pm-12am/Down for BN Billing**
- **8am/W2c & Adj Run-No downtime**
# MARCH 2022 KHRIS OPERATIONS CALENDAR

**Revised: 07/27/2021**

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## APRIL 2022 KHRIS OPERATIONS CALENDAR

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### Notes
- **SUBJECT TO CHANGE**
- Updated: 4/13/22
- **3PR Files Available**
- **Payday**
  - (PP06) Thursday, 3pm/OFF-CYCLE requests due
  - (PP07) Friday, PAYDAY
  - (PP08) Saturday, PAYDAY
- **BN Billing**
  - 4:00pm-12am/Down for BN Billing
- **NC Processing**
  - 12pm/NC Processing/No downtime
- **W2c & Adj Run**
  - No downtime
- **EARLIEST RETRO DATE**
  - Early retro date reset to 11/21
- **INTERFACE files due**
  - 3pm/OFF-CYCLE requests due
  - 8am/W2c & Adj Run/No downtime
- **Increment Lists (APR)**
  - DUE COB 3pm/OFF-CYCLE requests due
  - (Feb 28)
- **Entries Proceed to Pay (EPP)**
  - 11:59pm/Entries Proceed to Pay/No downtime
# MAY 2022 KHRIS OPERATIONS CALENDAR

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**HOLIDAY**

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<td>4pm/Down for FINAL PAYROLL</td>
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**NO AGENCY ACTIONS!**

**TM & PY PROCESSING ONLY**
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### AUGUST 2022 KHRIS OPERATIONS CALENDAR

**Revised: 07/27/2021**  
*SUBJECT TO CHANGE*

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**3pm/INTERFACE files due**  
Increment Lists (AUG)- DUE COB

**3pm/OFF-CYCLE requests due**  
(cks for 8/10)

**6pm/Down for BN Billing**

**7am KHRIS Unlocked for Users**  
(cks for 9/7)

**4pm/OFF-CYCLE requests due**  
(cks for 8/22)

**PAYDAY (PP16)**

**3pm/OFF-CYCLE requests due**  
(cks for 8/30)

**PAYDAY (PP15)**

**3pm/OFF-CYCLE requests due**  
(cks for 8/17)

**8am/W2c & Adj Run-No downtime**

**PAYDAY (PP15)**

**3pm/OFF-CYCLE requests due**  
(cks for 8/22)

**PAYDAY (PP16)**

**3pm/OFF-CYCLE requests due**  
(cks for 9/1)

**6pm/Down for monthly maintenance**

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**3pm/OFF-CYCLE requests due**  
(cks for 8/15)

**PAYDAY (PP16)**

**3pm/OFF-CYCLE requests due**  
(cks for 9/7)

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**PAYDAY (PP16)**

**3pm/OFF-CYCLE requests due**  
(cks for 9/1)

**6pm/Down for monthly maintenance**
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## OCTOBER 2022 KHRIS OPERATIONS CALENDAR

**Payroll Dates:**
- **Paydays (PP20):** 11/1
- **Paydays (PP19):** 10/19, 11/1
- **Paydays (PP18):** 10/18

**Down Times:**
- **BN Billing:** 4:00pm-12am
- **INITIAL PAYROLL:** 4pm-8pm
- **FINAL PAYROLL:** 4pm
- **MONTHLY MAINTENANCE:** 6pm

**User Access:**
- **KRISHIS:** 7am
- **Mohawk:** 8am

### Weekdays
- **Monday:** 3pm OFF-CYCLE requests due
- **Tuesday:** 3pm INTERFACE files due
- **Wednesday:** 3pm OFF-CYCLE requests due
- **Thursday:** 3pm OFF-CYCLE requests due
- **Friday:** 3pm OFF-CYCLE requests due

### Payroll Notes
- **Earliest retro date reset to 5/22**
- **Earliest retro date reset to 6/22**

## October 2022

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**Revised:** 6/30/22

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| December 2022 KHRIS Operations Calendar |

**Monday**
- 3pm INTERFACE files due
- Until 6pm/Down

**Tuesday**
- 12pm/NC Processing-No downtime
- 3pm INTERFACE files due
- Increment List (DEC)- Due CDB
- 6:00pm-12am/Down for BN Billing
- 4pm-8pm/Down for INITIAL PAYROLL

**Wednesday**
- 3pm INTERFACE files due
- PAYDAY (PP22)
- 3pm OFF-CYCLE requests due
- (ks for 12/2/22)

**Thursday**
- PAYDAY (PP22)
- 3pm OFF-CYCLE requests due
- (ks for 12/2/22)

**Friday**
- PAYDAY (PP23)
- 3pm OFF-CYCLE requests due
- (ks for 12/19)

**Saturday**
- 3pm INTERFACE files due
- 3pm OFF-CYCLE requests due
- 4pm/Down for FINAL PAYROLL
- Earliest retro date reset to 7/22

**Sunday**
- 3pm INTERFACE files due
- PAYDAY (PP23)
- 3pm OFF-CYCLE requests due
- (ks for 12/19)

**Holiday**
- HOLIDAY
- Dec Increment Lists Distributed
- 12pm/NC Processing-No downtime
- 3pm INTERFACE files due
- (ks for 11/30)

**Revised: 07/27/2021**
- SUBJECT TO CHANGE-

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JANUARY 2023 KHRIS OPERATIONS CALENDAR
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