

# Operations Calendar

*Click on month below to view monthly calendar or scroll through the document to the desired page.*

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**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.

Revised: 09/29/2017  
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## NOVEMBER 2017 KHRIS OPERATIONS CALENDAR

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| Sunday  | Monday  | Tuesday   | Wednesday  | Thursday   | Friday   | Saturday  |
|---|---|---|--|--|--|---|
| 29<br><small>OCT 1-15</small>   | 30<br><b>PAYDAY (PP20)</b><br>4pm/OFF-CYCLE requests due<br>(cks for 11/1)<br><br><3PR Files Removed 12:01AM> | 31<br>8am/W2c & Adj Run-No downtime   | 1<br><small>OCT 16-31</small>  | 2<br><small>OCT 16-31</small>  | 3<br><small>OCT 16-31</small><br>3pm/INTERFACE files due<br>3pm/OFF-CYCLE requests due<br>(cks for 11/7) | 4<br><small>OCT 16-31</small><br>6pm/Down for monthly maintenance |
| 5<br><small>OCT 16-31</small><br>Down Until 6pm for monthly maintenance | 6<br><small>OCT 16-31</small><br>4:00pm-12am/Down for Health/Life Premium Billing                             | 7<br><small>OCT 16-31</small><br>4pm-8pm/Down for INITIAL PAYROLL   | 8<br><small>OCT 16-31</small><br>4pm/Down for FINAL PAYROLL<br>Earliest retro date reset to 6/16   | 9<br><small>OCT 16-31</small><br>7am KHRIS Unlocked for Users<br>Increment Lists (NOV)- DUE COB<br><br><3PR Files Available> | 10<br><small>OCT 16-31</small><br><br><b>HOLIDAY</b>   | 11<br><small>OCT 16-31</small>                                    |
| 12<br><small>OCT 16-31</small>  | 13<br><small>OCT 16-31</small><br>3pm/OFF-CYCLE requests due<br>(cks for 11/15)                               | 14<br><small>OCT 16-31</small>  | 15<br><small>OCT 16-31</small><br><b>PAYDAY (PP21)</b><br>3pm/OFF-CYCLE requests due<br>(cks for 11/17)<br><br><3PR Files Removed 12:01AM> | 16<br><small>NOV 1-15</small>  | 17<br><small>NOV 1-15</small><br>3pm/INTERFACE files due   | 18<br><small>NOV 1-15</small>                                     |
| 19<br><small>NOV 1-15</small>   | 20<br><small>NOV 1-15</small><br>4pm-8pm/Down for INITIAL PAYROLL   | 21<br><small>NOV 1-15</small><br>4pm/Down for FINAL PAYROLL   | 22<br><small>NOV 1-15</small><br>7am KHRIS Unlocked for Users<br><br><3PR Files Available>   | 23<br><small>NOV 1-15</small><br><br><b>HOLIDAY</b>  | 24<br><small>NOV 1-15</small><br><br><b>HOLIDAY</b>  | 25<br><small>NOV 1-15</small>                                     |
| 26<br><small>NOV 1-15</small>   | 27<br><small>NOV 1-15</small><br>12pm/NC Processing-No downtime<br><br>Increment Lists (Dec)- Distributed     | 28<br><small>NOV 1-15</small><br>3pm/OFF-CYCLE requests due<br>(cks for 11/30)<br><br><3PR Files Removed 12:01AM> | 29<br><small>NOV 1-15</small><br>8am/W2c & Adj Run-No downtime   | 30<br><small>NOV 1-15</small><br><b>PAYDAY (PP22)</b><br>3pm/OFF-CYCLE requests due<br>(cks for 12/4)                        | 1<br><small>NOV 16-30</small>  | 2<br><small>NOV 16-30</small>                                     |

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## DECEMBER 2017 KHRIS OPERATIONS CALENDAR

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| Sunday  | Monday   | Tuesday  | Wednesday   | Thursday  | Friday   | Saturday                                      |
|---|--|--|---|---|--|---|
| 26<br>NOV 1-15                                    | 27<br>NOV 1-15<br>12pm/NC Processing-No downtime<br><br>Increment Lists (Nov)- Distributed                                   | 28<br>NOV 1-15<br>3pm/OFF-CYCLE requests due<br>(cks for 11/30)<br><br><3PR Files Removed 12:01AM> | 29<br>NOV 1-15<br>8am/W2c & Adj Run-No downtime                                       | 30<br>NOV 1-15<br>PAYDAY (PP22)<br>3pm/OFF-CYCLE requests due<br>(cks for 12/4)                                     | 1<br>NOV 16-30   | 2<br>NOV 16-30                                |
| 3<br>NOV 16-30                                    | 4<br>NOV 16-30<br>3pm/INTERFACE files due  | 5<br>NOV 16-30<br>3pm/OFF-CYCLE requests due<br>(cks for 12/7)<br>4:00pm-12am/Down for BN Billing  | 6<br>NOV 16-30<br>4pm-8pm/Down for INITIAL PAYROLL                                    | 7<br>NOV 16-30<br>4pm/Down for FINAL PAYROLL<br>Earliest retro date reset to 7/16<br>Increment Lists (DEC)- DUE COB | 8<br>NOV 16-30<br>7am KHRIS Unlocked for Users<br>4pm/Down for Annual Maintenance  | 9<br>NOV 16-30<br>Down for Annual Maintenance |
| 10<br>NOV 16-30<br>Down for Annual Maintenance    | 11<br>NOV 16-30<br>6am/Up from Annual Maintenance<br><br><3PR Files Available>   | 12<br>NOV 16-30  | 13<br>NOV 16-30<br>3pm/OFF-CYCLE requests due<br>(cks for 12/15)                      | 14<br>NOV 16-30   | 15<br>NOV 16-30<br>PAYDAY (PP23)   | 16<br>DEC 1-15                                |
| 17<br>DEC 1-15<br><br><3PR Files Removed 12:01AM> | 18<br>DEC 1-15<br>12pm/NC Processing-No downtime<br>3pm/INTERFACE files due<br>3pm/OFF-CYCLE requests due<br>(cks for 12/20) | 19<br>DEC 1-15   | 20<br>DEC 1-15<br>Jan Increment Lists Distributed<br>4pm-8pm/Down for INITIAL PAYROLL | 21<br>DEC 1-15<br>4pm/Down for FINAL PAYROLL  | 22<br>DEC 1-15<br>7am KHRIS Unlocked for Users<br>3pm/OFF-CYCLE requests due<br>(cks for 12/28)<br><br><3PR Files Available> | 23<br>DEC 1-15                                |
| 24<br>DEC 1-15                                    | 25<br>DEC 1-15<br><br>HOLIDAY  | 26<br>DEC 1-15<br><br>HOLIDAY  | 27<br>DEC 1-15  | 28<br>DEC 1-15<br>PAYDAY (PP24)<br>3pm/OFF-CYCLE requests due<br>(cks for 01/02/2018)                               | 29<br>DEC 1-15<br>4pm-10pm/W2 Simulation Run<br><br>HOLIDAY<br><br><3PR Files Removed 12:01AM>                               | 30<br>DEC 1-15                                |
| 31<br>DEC 1-15                                    | 1<br>DEC 16-31   | 2<br>DEC 16-31   | 3<br>DEC 16-31  | 4<br>DEC 16-31  | 5<br>DEC 16-31   | 6<br>DEC 16-31                                |

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# JANUARY 2018 KHRIS OPERATIONS CALENDAR

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| Sunday  | Monday   | Tuesday  | Wednesday  | Thursday  | Friday  | Saturday   |
|---|--|--|--|---|---|--|
| 31<br>DEC 1-15  | 1<br>DEC 16-31<br><b>HOLIDAY</b>   | 2<br>DEC 16-31<br>8am/W2c & Adj Run-No downtime  | 3<br>DEC 16-31<br>3pm/INTERFACE files due<br>3pm/OFF-CYCLE requests due<br>(cks for 01/05)   | 4<br>DEC 16-31<br>4pm-8pm/Down for INITIAL PAYROLL  | 5<br>DEC 16-31<br>4pm/Down for FINAL PAYROLL<br>Earliest retro date reset to 8/16 | 6<br>DEC 16-31<br>7am KHRIS Unlocked for Users<br>4pm-10pm/Down for W-2 Simulation |
| 7<br>DEC 16-31  | 8<br>DEC 16-31<br>Increment Lists (Jan)- DUE COB<br>4:00pm-12am/Down for BN Billing<br><br><3PR Files Available> | 9<br>DEC 16-31<br>ACA 1095-B & -C Production Run<br>8am/W2c & Adj Run-No downtime  | 10<br>DEC 16-31<br>3pm/OFF-CYCLE requests due<br>(cks for 1/12)<br>Backup for ACA 1095-B & -C Production Run                                     | 11<br>DEC 16-31<br>4pm-10pm/Down for W-2 Simulation | 12<br>DEC 16-31<br><b>PAYDAY (PP01)</b><br>5pm/Down for W-2 Production Run        | 13<br>DEC 16-31<br>Down for W-2 Production Run                                     |
| 14<br>DEC 16-31<br>Down for W-2 Production Run<br><br><3PR Files Removed 12:01AM> | 15<br>DEC 16-31<br>Down for W-2 Production Run<br><b>HOLIDAY</b>   | 16<br>JAN 1-15<br>6am KHRIS Unlocked for Users   | 17<br>JAN 1-15<br>3pm/OFF-CYCLE requests due<br>(cks for 1/19)   | 18<br>JAN 1-15<br>3pm/INTERFACE files due           | 19<br>JAN 1-15  | 20<br>JAN 1-15   |
| 21<br>JAN 1-15  | 22<br>JAN 1-15<br>4pm-8pm/Down for INITIAL PAYROLL   | 23<br>JAN 1-15<br>4pm/Down for FINAL PAYROLL   | 24<br>JAN 1-15<br>7am KHRIS Unlocked for Users<br>Feb Increment Lists Distributed<br>12pm/NC Processing-No downtime<br><br><3PR Files Available> | 25<br>JAN 1-15                                      | 26<br>JAN 1-15<br>3pm/OFF-CYCLE requests due<br>(cks for 1/30)                    | 27<br>JAN 1-15   |
| 28<br>JAN 1-15  | 29<br>JAN 1-15   | 30<br>JAN 1-15<br><b>PAYDAY (PP02)</b><br>3pm/OFF-CYCLE requests due<br>(cks for 2/1)<br>W2 Filing Due & ACA Filing Due<br><br><3PR Files Removed 12:01AM> | 31<br>JAN 1-15   | 1<br>JAN 16-31                                      | 2<br>JAN 16-31  | 3<br>JAN 16-31<br>6pm/Down for monthly maintenance                                 |

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## FEBRUARY 2018 KHRIS OPERATIONS CALENDAR

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| Sunday  | Monday   | Tuesday   | Wednesday   | Thursday   | Friday  | Saturday  |
|---|--|---|---|--|---|---|
| 28<br><small>JAN 1-15</small>   | 29<br><small>JAN 1-15</small>  | 30<br><b>PAYDAY (PP02)</b><br>3pm/OFF-CYCLE requests due (cks for 2/1)<br>W2 Filing Due & ACA Filing Due<br><br><3PR Files Removed 12:01AM> | 31<br><small>JAN 1-15</small>   | 1<br><small>JAN 16-31</small>  | 2<br><small>JAN 16-31</small>   | 3<br><small>JAN 16-31</small><br>6pm/Down for monthly maintenance |
| 4<br><small>JAN 16-31</small><br>Down until 6pm for monthly maintenance | 5<br><small>JAN 16-31</small><br>3pm/INTERFACE files due<br>3pm/OFF-CYCLE requests due (cks for 2/7) | 6<br><small>JAN 16-31</small><br>8am/W2c Run-No downtime<br>4:00pm-12am/Down for BN Billing   | 7<br><small>JAN 16-31</small>   | 8<br><small>JAN 16-31</small><br>4pm-8pm/Down for INITIAL PAYROLL  | 9<br><small>JAN 16-31</small><br>4pm/Down for FINAL PAYROLL<br>Earliest retro date reset to 9/16<br><br>Increment Lists (FEB)- DUE COB<br><br><3PR Files Available> | 10<br><small>JAN 16-31</small><br>7am KHRIS Unlocked for Users    |
| 11<br><small>JAN 16-31</small>  | 12<br><small>JAN 16-31</small>   | 13<br><small>JAN 16-31</small><br>3pm/OFF-CYCLE requests due (cks for 2/15)   | 14<br><small>JAN 16-31</small>  | 15<br><small>JAN 16-31</small><br><b>PAYDAY (PP03)</b><br>3pm/OFF-CYCLE requests due (cks for 2/19)<br><br><3PR Files Removed 12:01AM> | 16<br><small>FEB 1-15</small>   | 17<br><small>FEB 1-15</small>                                     |
| 18<br><small>FEB 1-15</small>   | 19<br><small>FEB 1-15</small><br>3pm/INTERFACE files due   | 20<br><small>FEB 1-15</small><br>8am/W2c Run-No downtime  | 21<br><small>FEB 1-15</small><br>4pm-8pm/Down for INITIAL PAYROLL                                 | 22<br><small>FEB 1-15</small><br>4pm/Down for FINAL PAYROLL  | 23<br><small>FEB 1-15</small><br>7am KHRIS Unlocked for Users<br>Mar Increment Lists Distributed<br>12pm/NC Processing-No downtime<br><br><3PR Files Available>     | 24<br><small>FEB 1-15</small>                                     |
| 25<br><small>FEB 1-15</small>   | 26<br><small>FEB 1-15</small><br>3pm/OFF-CYCLE requests due (cks for 2/28)                           | 27<br><small>FEB 1-15</small><br>8am/W2c & Adj Run-No downtime  | 28<br><small>FEB 1-15</small><br><b>PAYDAY (PP04)</b><br>3pm/OFF-CYCLE requests due (cks for 3/2) | 1<br><small>FEB 16-28</small><br><br><3PR Files Removed 12:01AM>   | 2<br><small>FEB 16-28</small>   | 3<br><small>FEB 16-28</small><br>6pm/Down for monthly maintenance |

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### MARCH 2018 KHRIS OPERATIONS CALENDAR

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| Sunday   | Monday   | Tuesday   | Wednesday  | Thursday  | Friday  | Saturday   |
|--|--|---|--|---|---|--|
| 25<br>FEB 1-15   | 26<br>FEB 1-15<br>3pm/OFF-CYCLE requests due<br>(cks for 2/28)   | 27<br>FEB 1-15<br>8am/W2c & Adj Run-No downtime   | 28<br>FEB 1-15<br>PAYDAY (PP04)<br>3pm/OFF-CYCLE requests due<br>(cks for 3/2) | 1<br>FEB 16-28<br><3PR Files Removed 12:01AM>   | 2<br>FEB 16-28  | 3<br>FEB 16-28<br>6pm/Down for monthly maintenance |
| 4<br>FEB 16-28<br>Down until 6pm for monthly maintenance | 5<br>FEB 16-28<br>3pm/INTERFACE files due<br>3pm/OFF-CYCLE requests due<br>(cks for 3/7)                         | 6<br>FEB 16-28<br>8am/W2c Run-No downtime<br>4:00pm-12am/Down for BN Billing              | 7<br>FEB 16-28<br>4pm-8pm/Down for INITIAL PAYROLL                             | 8<br>FEB 16-28<br>4pm/Down for FINAL PAYROLL<br>Earliest retro date reset to 10/16                                  | 9<br>FEB 16-28<br>7am KHRIS Unlocked for Users<br>Increment Lists (MAR)- DUE COB<br><br><3PR Files Available> | 10<br>FEB 16-28                                    |
| 11<br>FEB 16-28  | 12<br>FEB 16-28  | 13<br>FEB 16-28<br>3pm/OFF-CYCLE requests due<br>(cks for 3/15)                           | 14<br>FEB 16-28  | 15<br>FEB 16-28<br>PAYDAY (PPO5)<br>3pm/OFF-CYCLE requests due<br>(cks for 3/19)<br><br><3PR Files Removed 12:01AM> | 16<br>MAR 1-15  | 17<br>MAR 1-15                                     |
| 18<br>MAR 1-15   | 19<br>MAR 1-15   | 20<br>MAR 1-15<br>3pm/INTERFACE files due<br>3pm/OFF-CYCLE requests due<br>(cks for 3/22) | 21<br>MAR 1-15<br>8am/W2c Run-No downtime                                      | 22<br>MAR 1-15<br>4pm-8pm/Down for INITIAL PAYROLL  | 23<br>MAR 1-15<br>4pm/Down for FINAL PAYROLL  | 24<br>MAR 1-15<br>7am KHRIS Unlocked for Users     |
| 25<br>MAR 1-15   | 26<br>MAR 1-15<br>Apr Increment Lists Distributed<br>12pm/NC Processing-No downtime<br><br><3PR Files Available> | 27<br>MAR 1-15  | 28<br>MAR 1-15<br>3pm/OFF-CYCLE requests due<br>(cks for 3/30)                 | 29<br>MAR 1-15<br>8am/W2c & Adj Run-No downtime   | 30<br>MAR 1-15<br>PAYDAY (PP06)<br><br>1/2 DAY HOLIDAY  | 31<br>MAR 1-15                                     |

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### APRIL 2018 KHRIS OPERATIONS CALENDAR

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| Sunday  | Monday  | Tuesday   | Wednesday  | Thursday  | Friday  | Saturday  |
|---|---|---|--|---|---|---|
| <p>1</p> <p>MAR 16-30</p> <p>&lt;3PR Files Removed 12:01AM&gt;</p>      | <p>2</p> <p>MAR 16-30</p> <p>3pm/OFF-CYCLE requests due<br/>           (cks for 4/4)</p>  | <p>3</p> <p>MAR 16-30</p> <p>3pm/INTERFACE files due</p>  | <p>4</p> <p>MAR 16-30</p> <p>8am/W2c Run-No downtime</p>   | <p>5</p> <p>MAR 16-30</p> <p>4pm-8pm/Down for INITIAL PAYROLL</p>   | <p>6</p> <p>MAR 16-30</p> <p>4pm/Down for FINAL PAYROLL<br/>           Earliest retro date reset to 11/16</p>           | <p>7</p> <p>MAR 16-30</p> <p>6pm/Down for monthly maintenance</p> |
| <p>8</p> <p>MAR 16-30</p> <p>Down until 6pm for monthly maintenance</p> | <p>9</p> <p>MAR 16-30</p> <p>7am KHRIS Unlocked for Users<br/>           Increment Lists (APR)- DUE COB<br/>           4:00pm-12am/Down for BN Billing</p> <p>&lt;3PR Files Available&gt;</p> | <p>10</p> <p>MAR 16-30</p>  | <p>11</p> <p>MAR 16-30</p> <p>3pm/OFF-CYCLE requests due<br/>           (cks for 4/13)</p>                                       | <p>12</p> <p>MAR 16-30</p> <p>8am/W2c Run-No downtime</p>   | <p>13</p> <p>MAR 16-30</p> <p>PAYDAY (PP07)<br/>           3pm/OFF-CYCLE requests due<br/>           (cks for 4/17)</p> | <p>14</p> <p>MAR 16-30</p>  |
| <p>15</p> <p>MAR 16-30</p> <p>&lt;3PR Files Removed 12:01AM&gt;</p>     | <p>16</p> <p>APR 1-15</p>   | <p>17</p> <p>APR 1-15</p>   | <p>18</p> <p>APR 1-15</p> <p>3pm/INTERFACE files due<br/>           3pm/OFF-CYCLE requests due<br/>           (cks for 4/20)</p> | <p>19</p> <p>APR 1-15</p>   | <p>20</p> <p>APR 1-15</p> <p>4pm-8pm/Down for INITIAL PAYROLL</p>   | <p>21</p> <p>APR 1-15</p>   |
| <p>22</p> <p>APR 1-15</p>   | <p>23</p> <p>APR 1-15</p> <p>4pm/Down for FINAL PAYROLL</p>   | <p>24</p> <p>APR 1-15</p> <p>7am KHRIS Unlocked for Users<br/>           May Increment Lists Distributed<br/>           12pm/NC Processing-No downtime</p> <p>&lt;3PR Files Available&gt;</p> | <p>25</p> <p>APR 1-15</p>  | <p>26</p> <p>APR 1-15</p> <p>3pm/OFF-CYCLE requests due<br/>           (cks for 4/30)</p>                                       | <p>27</p> <p>APR 1-15</p> <p>8am/W2c &amp; Adj Run-No downtime</p>  | <p>28</p> <p>APR 1-15</p>   |
| <p>29</p> <p>APR 1-15</p>   | <p>30</p> <p>APR 1-15</p> <p>PAYDAY (PP08)<br/>           3pm/OFF-CYCLE requests due<br/>           (cks for 5/2)</p> <p>&lt;3PR Files Removed 12:01AM&gt;</p>                                | <p>1</p> <p>APR 16-30</p>   | <p>2</p> <p>APR 16-30</p>  | <p>3</p> <p>APR 16-30</p> <p>3pm/INTERFACE files due<br/>           3pm/OFF-CYCLE requests due<br/>           (cks for 5/7)</p> | <p>4</p> <p>APR 16-30</p>   | <p>5</p> <p>APR 16-30</p> <p>6pm/Down for monthly maintenance</p> |

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### MAY 2018 KHRIS OPERATIONS CALENDAR

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| Sunday   | Monday   | Tuesday  | Wednesday  | Thursday  | Friday  | Saturday   |
|--|--|--|--|---|---|--|
| 29<br>APR 1-15   | 30<br>APR 1-15<br><b>PAYDAY (PP08)</b><br>3pm/OFF-CYCLE requests due<br>(cks for 5/2)<br><br><3PR Files Removed 12:01AM> | 1<br>APR 16-30   | 2<br>APR 16-30   | 3<br>APR 16-30<br>3pm/INTERFACE files due<br>3pm/OFF-CYCLE requests due<br>(cks for 5/7)  | 4<br>APR 16-30  | 5<br>APR 16-30<br>6pm/Down for monthly maintenance |
| 6<br>APR 16-30<br>Down until 6pm for monthly maintenance | 7<br>APR 16-30<br>4pm-8pm/Down for INITIAL PAYROLL   | 8<br>APR 16-30<br>4pm/Down for FINAL PAYROLL<br>Earliest retro date reset to 12/16   | 9<br>APR 16-30<br>7am KHRIS Unlocked for Users<br>Increment Lists (MAY)- DUE COB<br>4:00pm-12am/Down for BN Billing<br><br><3PR Files Available> | 10<br>APR 16-30   | 11<br>APR 16-30<br>3pm/OFF-CYCLE requests due<br>(cks for 5/15)                           | 12<br>APR 16-30                                    |
| 13<br>APR 16-30  | 14<br>APR 16-30  | 15<br>APR 16-30<br><b>PAYDAY (PP09)</b><br>3pm/OFF-CYCLE requests due<br>(cks for 5/17)<br><br><3PR Files Removed 12:01AM> | 16<br>MAY 1-15   | 17<br>MAY 1-15  | 18<br>MAY 1-15<br>3pm/INTERFACE files due<br>3pm/OFF-CYCLE requests due<br>(cks for 5/22) | 19<br>MAY 1-15                                     |
| 20<br>MAY 1-15   | 21<br>MAY 1-15   | 22<br>MAY 1-15<br>4pm-8pm/Down for INITIAL PAYROLL   | 23<br>MAY 1-15<br>4pm/Down for FINAL PAYROLL   | 24<br>MAY 1-15<br>7am KHRIS Unlocked for Users<br>June Increment Lists Distributed<br>12pm/NC Processing-No downtime<br><br><3PR Files Available> | 25<br>MAY 1-15<br>3pm/OFF-CYCLE requests due<br>(cks for 5/30)                            | 26<br>MAY 1-15                                     |
| 27<br>MAY 1-15   | 28<br>MAY 1-15<br><b>HOLIDAY</b>   | 29<br>MAY 1-15<br>8am/W2c & Adj Run-No downtime  | 30<br>MAY 1-15<br><b>PAYDAY (PP10)</b><br>3pm/OFF-CYCLE requests due<br>(cks for 6/1)<br><br><3PR Files Removed 12:01AM>                         | 31<br>MAY 1-15  | 1<br>MAY 16-31  | 2<br>MAY 16-31<br>6pm/Down for monthly maintenance |



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## JUNE 2018 KHRIS OPERATIONS CALENDAR

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| Sunday   | Monday  | Tuesday   | Wednesday  | Thursday  | Friday   | Saturday   |
|--|---|---|--|---|--|--|
| 27<br>MAY 1-15   | 28<br>MAY 1-15<br><br><b>HOLIDAY</b>              | 29<br>MAY 1-15<br><b>8am/W2c &amp; Adj Run-No downtime</b>  | 30<br>MAY 1-15<br><b>PAYDAY (PP10)</b><br>3pm/OFF-CYCLE requests due<br>(cks for 6/1)<br><br><3PR Files Removed 12:01AM> | 31<br>MAY 1-15  | 1<br>MAY 16-31   | 2<br>MAY 16-31<br>6pm/Down for monthly maintenance |
| 3<br>MAY 16-31<br>Down until 6pm for monthly maintenance | 4<br>MAY 16-31                                    | 5<br>MAY 16-31<br><b>3pm/INTERFACE files due</b><br><b>3pm/OFF-CYCLE requests due</b><br>(cks for 6/7)                      | 6<br>MAY 16-31<br><b>Increment Lists (JUN)- DUE COB</b><br>4:00pm-12am/Down for BN Billing                               | 7<br>MAY 16-31<br><b>4pm-8pm/Down for INITIAL PAYROLL</b>   | 8<br>MAY 16-31<br><b>4pm/Down for FINAL PAYROLL</b><br>Earliest retro date reset to 1/17       | 9<br>MAY 16-31<br>7am KHRIS Unlocked for Users     |
| 10<br>MAY 16-31  | 11<br>MAY 16-31<br><br><3PR Files Available>      | 12<br>MAY 16-31   | 13<br>MAY 16-31<br><b>3pm/OFF-CYCLE requests due</b><br>(cks for 6/15)   | 14<br>MAY 16-31   | 15<br>MAY 16-31<br><b>PAYDAY (PP11)</b><br><b>3pm/OFF-CYCLE requests due</b><br>(cks for 6/19) | 16<br>JUN 1-15                                     |
| 17<br>JUN 1-15<br><br><3PR Files Removed 12:01AM>        | 18<br>JUN 1-15<br><b>3pm/INTERFACE files due</b>  | 19<br>JUN 1-15  | 20<br>JUN 1-15<br><b>4pm-8pm/Down for INITIAL PAYROLL</b>  | 21<br>JUN 1-15<br><b>4pm/Down for FINAL PAYROLL</b>   | 22<br>JUN 1-15<br>7am KHRIS Unlocked for Users<br><b>10am/County PRE-PAYROLL</b>               | 23<br>JUN 1-15                                     |
| 24<br>JUN 1-15   | 25<br>JUN 1-15<br><b>4pm/County FINAL-PAYROLL</b> | 26<br>JUN 1-15<br>7am KHRIS Unlocked for Users<br><b>July Increment Lists Distributed</b><br>12pm/NC Processing-No downtime | 27<br>JUN 1-15   | 28<br>JUN 1-15<br><b>3pm/OFF-CYCLE requests due</b><br>(cks for 7/2)<br><br><3PR Files Removed 12:01AM> | 29<br>JUN 1-15<br><b>County PAYDAY (PP12)</b>  | 30<br>JUN 1-15                                     |

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### JULY 2018 KHRIS OPERATIONS CALENDAR

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| Sunday   | Monday   | Tuesday   | Wednesday  | Thursday  | Friday   | Saturday  |
|--|--|---|--|---|--|---|
| 1<br>JUN 16-30   | 2<br>JUN 16-30<br><b>PAYDAY (PP12)</b><br>3pm/OFF-CYCLE requests due<br>(cks for 7/5)                            | 3<br>JUN 16-30<br>3pm/INTERFACE files due         | 4<br>JUN 16-30<br>HOLIDAY  | 5<br>JUN 16-30<br>4pm-8pm/Down for INITIAL PAYROLL  | 6<br>JUN 16-30<br>4pm/Down for FINAL PAYROLL<br>Earliest retro date reset to 2/17        | 7<br>JUN 16-30<br>7am KHRIS Unlocked for Users      |
| 8<br>JUN 16-30   | 9<br>JUN 16-30<br>Increment Lists (JUL)- DUE COB<br>4:00pm-12am/Down for BN Billing<br><br><3PR Files Available> | 10<br>JUN 16-30                                   | 11<br>JUN 16-30<br>3pm/OFF-CYCLE requests due<br>(cks for 7/13)  | 12<br>JUN 16-30   | 13<br>JUN 16-30<br><b>PAYDAY (PP13)</b><br>3pm/OFF-CYCLE requests due<br>(cks for 7/17)  | 14<br>JUN 16-30<br>6pm/Down for monthly maintenance |
| 15<br>JUN 16-30<br>Down until 6pm for monthly maintenance<br><br><3PR Files Removed 12:01AM> | 16<br>JUL 1-15   | 17<br>JUL 1-15                                    | 18<br>JUL 1-15   | 19<br>JUL 1-15<br>3pm/INTERFACE files due<br>3pm/OFF-CYCLE requests due<br>(cks for 7/23) | 20<br>JUL 1-15   | 21<br>JUL 1-15                                      |
| 22<br>JUL 1-15   | 23<br>JUL 1-15<br>4pm-8pm/Down for INITIAL PAYROLL   | 24<br>JUL 1-15<br>4pm/Down for FINAL PAYROLL      | 25<br>JUL 1-15<br>7am KHRIS Unlocked for Users<br>Aug Increment Lists Distributed<br>12pm/NC Processing-No downtime<br><br><3PR Files Available> | 26<br>JUL 1-15<br>3pm/OFF-CYCLE requests due<br>(cks for 7/30)                            | 27<br>JUL 1-15<br>8am/W2c & Adj Run-No downtime  | 28<br>JUL 1-15                                      |
| 29<br>JUL 1-15   | 30<br>JUL 1-15<br><b>PAYDAY (PP14)</b><br>3pm/OFF-CYCLE requests due<br>(cks for 8/1)                            | 31<br>JUL 1-15<br><br><3PR Files Removed 12:01AM> | 1<br>JUL 16-31   | 2<br>JUL 16-31  | 3<br>JUL 16-31<br>3pm/INTERFACE files due<br>3pm/OFF-CYCLE requests due<br>(cks for 8/7) | 4<br>JUL 16-31<br>6pm/Down for monthly maintenance  |

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## AUGUST 2018 KHRIS OPERATIONS CALENDAR

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| Sunday   | Monday  | Tuesday  | Wednesday  | Thursday   | Friday   | Saturday   |
|--|---|--|--|--|--|--|
| 29<br>JUL 1-15   | 30<br>JUL 1-15<br><b>PAYDAY (PP14)</b><br>3pm/OFF-CYCLE requests due<br>(cks for 8/1)     | 31<br>JUL 1-15<br><br><3PR Files Removed 12:01AM>              | 1<br>JUL 16-31   | 2<br>JUL 16-31   | 3<br>JUL 16-31<br>3pm/INTERFACE files due<br>3pm/OFF-CYCLE requests due<br>(cks for 8/7)   | 4<br>JUL 16-31<br>6pm/Down for monthly maintenance |
| 5<br>JUL 16-31<br>Down until 6pm for monthly maintenance | 6<br>JUL 16-31  | 7<br>JUL 16-31<br>4pm-8pm/Down for INITIAL PAYROLL             | 8<br>JUL 16-31<br>4pm/Down for FINAL PAYROLL<br>Earliest retro date reset to 3/17  | 9<br>JUL 16-31<br>7am KHRIS Unlocked for Users<br>Increment Lists (AUG)- DUE COB<br>4:00pm-12am/Down for BN Billing<br><br><3PR Files Available> | 10<br>JUL 16-31  | 11<br>JUL 16-31                                    |
| 12<br>JUL 16-31  | 13<br>JUL 16-31<br>3pm/OFF-CYCLE requests due<br>(cks for 8/15)                           | 14<br>JUL 16-31  | 15<br>JUL 16-31<br><b>PAYDAY (PP15)</b><br>3pm/OFF-CYCLE requests due<br>(cks for 8/17)<br><br><3PR Files Removed 12:01AM> | 16<br>AUG 1-15   | 17<br>AUG 1-15   | 18<br>AUG 1-15                                     |
| 19<br>AUG 1-15   | 20<br>AUG 1-15<br>3pm/INTERFACE files due<br>3pm/OFF-CYCLE requests due<br>(cks for 8/22) | 21<br>AUG 1-15   | 22<br>AUG 1-15<br>4pm-8pm/Down for INITIAL PAYROLL   | 23<br>AUG 1-15<br>4pm/Down for FINAL PAYROLL   | 24<br>AUG 1-15<br>7am KHRIS Unlocked for Users<br>Sep Increment Lists Distributed<br>12pm/NC Processing-No downtime<br><br><3PR Files Available> | 25<br>AUG 1-15                                     |
| 26<br>AUG 1-15   | 27<br>AUG 1-15  | 28<br>AUG 1-15<br>3pm/OFF-CYCLE requests due<br>(cks for 8/30) | 29<br>AUG 1-15<br>8am/W2c & Adj Run-No downtime  | 30<br>AUG 1-15<br><b>PAYDAY (PP16)</b><br>3pm/OFF-CYCLE requests due<br>(cks for 9/4)<br><br><3PR Files Removed 12:01AM>                         | 31<br>AUG 1-15   | 1<br>AUG 16-31<br>6pm/Down for monthly maintenance |

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## SEPTEMBER 2018 KHRIS OPERATIONS CALENDAR

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| Sunday  | Monday   | Tuesday   | Wednesday  | Thursday  | Friday   | Saturday   |
|---|--|---|--|---|--|--|
| <b>26</b><br><small>AUG 1-15</small>  | <b>27</b><br><small>AUG 1-15</small>   | <b>28</b><br><small>AUG 1-15</small><br><b>3pm/OFF-CYCLE requests due</b><br>(cks for 8/30)                                   | <b>29</b><br><small>AUG 1-15</small><br>8am/W2c & Adj Run-No downtime                        | <b>30</b><br><small>AUG 1-15</small><br><b>PAYDAY (PP16)</b><br><b>3pm/OFF-CYCLE requests due</b><br>(cks for 9/4)<br><br><3PR Files Removed 12:01AM> | <b>31</b><br><small>AUG 1-15</small>   | <b>1</b><br><small>AUG 16-31</small><br>6pm/Down for monthly maintenance |
| <b>2</b><br><small>AUG 16-31</small><br>Until 6pm/Down                        | <b>3</b><br><small>AUG 16-31</small><br><b>HOLIDAY</b>   | <b>4</b><br><small>AUG 16-31</small><br><b>3pm/INTERFACE files due</b><br><b>3pm/OFF-CYCLE requests due</b><br>(cks for 9/6)  | <b>5</b><br><small>AUG 16-31</small><br>4:00pm-12am/Down for BN Billing                      | <b>6</b><br><small>AUG 16-31</small><br>4pm-8pm/Down for INITIAL PAYROLL  | <b>7</b><br><small>AUG 16-31</small><br>4pm/Down for FINAL PAYROLL<br>Earliest retro date reset to 4/17              | <b>8</b><br><small>AUG 16-31</small><br>7am KHRIS Unlocked for Users     |
| <b>9</b><br><small>AUG 16-31</small>  | <b>10</b><br><small>AUG 16-31</small><br>Increment Lists (SEP)- DUE COB<br><br><3PR Files Available>                                   | <b>11</b><br><small>AUG 16-31</small>   | <b>12</b><br><small>AUG 16-31</small><br><b>3pm/OFF-CYCLE requests due</b><br>(cks for 9/14) | <b>13</b><br><small>AUG 16-31</small>   | <b>14</b><br><small>AUG 16-31</small><br><b>PAYDAY (PP17)</b><br><b>3pm/OFF-CYCLE requests due</b><br>(cks for 9/18) | <b>15</b><br><small>AUG 16-31</small>                                    |
| <b>16</b><br><small>SEP 1-15</small><br><br><3PR Files Removed 12:01AM>       | <b>17</b><br><small>SEP 1-15</small>   | <b>18</b><br><small>SEP 1-15</small><br><b>3pm/INTERFACE files due</b><br><b>3pm/OFF-CYCLE requests due</b><br>(cks for 9/20) | <b>19</b><br><small>SEP 1-15</small>   | <b>20</b><br><small>SEP 1-15</small><br>4pm-8pm/Down for INITIAL PAYROLL  | <b>21</b><br><small>SEP 1-15</small><br>4pm/Down for FINAL PAYROLL   | <b>22</b><br><small>SEP 1-15</small><br>6am Down for annual maintenance  |
| <b>23</b><br><small>SEP 1-15</small><br>Down until 6pm for annual maintenance | <b>24</b><br><small>SEP 1-15</small><br>Oct Increment Lists Distributed<br>12pm/NC Processing-No downtime<br><br><3PR Files Available> | <b>25</b><br><small>SEP 1-15</small>  | <b>26</b><br><small>SEP 1-15</small><br><b>3pm/OFF-CYCLE requests due</b><br>(cks for 9/28)  | <b>27</b><br><small>SEP 1-15</small><br>8am/W2c & Adj Run-No downtime   | <b>28</b><br><small>SEP 1-15</small><br><b>PAYDAY (PP18)</b><br><b>3pm/OFF-CYCLE requests due</b><br>(cks for 10/2)  | <b>29</b><br><small>SEP 1-15</small>                                     |

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## OCTOBER 2018 KHRIS OPERATIONS CALENDAR

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| Sunday   | Monday   | Tuesday   | Wednesday  | Thursday   | Friday   | Saturday   |
|--|--|---|--|--|--|--|
| <b>30</b> SEP 1-15<br>4:00pm-12am/Down for BN Billing<br><br><3PR Files Removed 12:01AM> | <b>1</b> SEP 16-30   | <b>2</b> SEP 16-30  | <b>3</b> SEP 16-30   | <b>4</b> SEP 16-30<br>3pm/INTERFACE files due<br>3pm/OFF-CYCLE requests due (cks for 10/9)<br><br>*NOTE* the offcycle check date is three business days after the offcycle because of the Columbus Day Federal holiday on 10/8 | <b>5</b> SEP 16-30   | <b>6</b> SEP 16-30                                     |
| <b>7</b> SEP 16-30   | <b>8</b> SEP 16-30<br>8pm-12am/Down for INITIAL PAYROLL                            | <b>9</b> SEP 16-30<br>6pm/Down for FINAL PAYROLL<br>Earliest retro date reset to 5/17 | <b>10</b> SEP 16-30<br>7am KHRIS Unlocked for Users<br>Increment Lists (OCT)- DUE COB<br><br><3PR Files Available> | <b>11</b> SEP 16-30<br>3pm/OFF-CYCLE requests due (cks for 10/15)  | <b>12</b> SEP 16-30<br>8am/W2c Run-No downtime                   | <b>13</b> SEP 16-30                                    |
| <b>14</b> SEP 16-30  | <b>15</b> SEP 16-30<br>PAYDAY (PP19)<br>3pm/OFF-CYCLE requests due (cks for 10/17) | <b>16</b> OCT 1-15<br><br><3PR Files Removed 12:01AM>                                 | <b>17</b> OCT 1-15   | <b>18</b> OCT 1-15<br>3pm/INTERFACE files due  | <b>19</b> OCT 1-15<br>3pm/OFF-CYCLE requests due (cks for 10/23) | <b>20</b> OCT 1-15                                     |
| <b>21</b> OCT 1-15   | <b>22</b> OCT 1-15   | <b>23</b> OCT 1-15<br>8pm-12am/Down for INITIAL PAYROLL                               | <b>24</b> OCT 1-15<br>6pm/Down for FINAL PAYROLL   | <b>25</b> OCT 1-15<br>7am KHRIS Unlocked for Users<br>Nov Increment Lists Distributed<br>12pm/NC Processing-No downtime<br><br><3PR Files Available>   | <b>26</b> OCT 1-15<br>3pm/OFF-CYCLE requests due (cks for 10/30) | <b>27</b> OCT 1-15                                     |
| <b>28</b> OCT 1-15   | <b>29</b> OCT 1-15<br>8am/W2c & Adj Run-No downtime                                | <b>30</b> OCT 1-15<br>PAYDAY (PP20)<br>3pm/OFF-CYCLE requests due (cks for 11/1)      | <b>31</b> OCT 1-15<br><br><3PR Files Removed 12:01AM>  | <b>1</b> OCT 16-31   | <b>2</b> OCT 16-31   | <b>3</b> OCT 16-31<br>6pm/Down for monthly maintenance |

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## NOVEMBER 2018 KHRIS OPERATIONS CALENDAR

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| Sunday   | Monday  | Tuesday   | Wednesday   | Thursday   | Friday   | Saturday   |
|--|---|---|---|--|--|--|
| 28<br>OCT 1-15   | 29<br>OCT 1-15<br>8am/W2c & Adj Run-No downtime   | 30<br>OCT 1-15<br><b>PAYDAY (PP20)</b><br>3pm/OFF-CYCLE requests due<br>(cks for 11/1)        | 31<br>OCT 1-15<br><br><3PR Files Removed 12:01AM>                                   | 1<br>OCT 16-31   | 2<br>OCT 16-31   | 3<br>OCT 16-31<br>6pm/Down for monthly maintenance |
| 4<br>OCT 16-31<br>Down until 6pm for monthly maintenance | 5<br>OCT 16-31  | 6<br>OCT 16-31<br>3pm/INTERFACE files due<br>3pm/OFF-CYCLE requests due<br>(cks for 11/8)     | 7<br>OCT 16-31<br>Increment Lists (NOV)- DUE COB<br>4:00pm-12am/Down for BN Billing | 8<br>OCT 16-31<br>4pm-8pm/Down for INITIAL PAYROLL                                       | 9<br>OCT 16-31<br>4pm/Down for FINAL PAYROLL<br>Earliest retro date reset to 6/17      | 10<br>OCT 16-31<br>7am KHRIS Unlocked for Users    |
| 11<br>OCT 16-31  | 12<br>OCT 16-31<br><b>HOLIDAY</b>   | 13<br>OCT 16-31<br>3pm/OFF-CYCLE requests due<br>(cks for 11/15)<br><br><3PR Files Available> | 14<br>OCT 16-31   | 15<br>OCT 16-31<br><b>PAYDAY (PP21)</b><br>3pm/OFF-CYCLE requests due<br>(cks for 11/19) | 16<br>NOV 1-15   | 17<br>NOV 1-15                                     |
| 18<br>NOV 1-15   | 19<br>NOV 1-15<br>3pm/INTERFACE files due<br>3pm/OFF-CYCLE requests due<br>(cks for 11/21)<br><br><3PR Files Removed 12:01AM> | 20<br>NOV 1-15<br>4pm-8pm/Down for INITIAL PAYROLL  | 21<br>NOV 1-15<br>4pm/Down for FINAL PAYROLL  | 22<br>NOV 1-15<br>7am KHRIS Unlocked for Users<br><br><b>HOLIDAY</b>                     | 23<br>NOV 1-15<br><br><b>HOLIDAY</b>   | 24<br>NOV 1-15                                     |
| 25<br>NOV 1-15   | 26<br>NOV 1-15<br>Dec Increment Lists Distributed<br>12pm/NC Processing-No downtime<br><br><3PR Files Available>              | 27<br>NOV 1-15  | 28<br>NOV 1-15<br>3pm/OFF-CYCLE requests due<br>(cks for 11/30)                     | 29<br>NOV 1-15<br>8am/W2c & Adj Run-No downtime  | 30<br>NOV 1-15<br><b>PAYDAY (PP22)</b><br>3pm/OFF-CYCLE requests due<br>(cks for 12/4) | 1<br>NOV 16-30<br>6pm/Down for monthly maintenance |

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## DECEMBER 2018 KHRIS OPERATIONS CALENDAR

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| Sunday  | Monday   | Tuesday   | Wednesday  | Thursday  | Friday   | Saturday   |
|---|--|---|--|---|--|--|
| 25<br>NOV 1-15  | 26<br>NOV 1-15<br>Dec Increment Lists Distributed<br>12pm/NC Processing-No downtime<br><br><3PR Files Available> | 27<br>NOV 1-15  | 28<br>NOV 1-15<br>3pm/OFF-CYCLE requests due<br>(cks for 11/30)  | 29<br>NOV 1-15<br>8am/W2c & Adj Run-No downtime                                     | 30<br>NOV 1-15<br><b>PAYDAY (PP22)</b><br>3pm/OFF-CYCLE requests due<br>(cks for 12/4)   | 1<br>NOV 16-30<br>6pm/Down for monthly maintenance |
| 2<br>NOV 16-30<br>Until 6pm/Down<br><br><3PR Files Removed 12:01AM> | 3<br>NOV 16-30   | 4<br>NOV 16-30<br>3pm/INTERFACE files due<br>3pm/OFF-CYCLE requests due<br>(cks for 12/6) | 5<br>NOV 16-30<br>4:00pm-12am/Down for BN Billing                | 6<br>NOV 16-30<br>4pm-8pm/Down for INITIAL PAYROLL                                  | 7<br>NOV 16-30<br>4pm/Down for FINAL PAYROLL<br>Earliest retro date reset to 7/17  | 8<br>NOV 16-30<br>7am KHRIS Unlocked for Users     |
| 9<br>NOV 16-30  | 10<br>NOV 16-30<br>Increment Lists (DEC)- DUE COB<br><br><3PR Files Available>                                   | 11<br>NOV 16-30   | 12<br>NOV 16-30<br>3pm/OFF-CYCLE requests due<br>(cks for 12/14) | 13<br>NOV 16-30   | 14<br>NOV 16-30<br><b>PAYDAY (PP23)</b><br>3pm/OFF-CYCLE requests due<br>(cks for 12/18)   | 15<br>NOV 16-30                                    |
| 16<br>DEC 1-15<br><br><3PR Files Removed 12:01AM>                   | 17<br>DEC 1-15<br>3pm/INTERFACE files due  | 18<br>DEC 1-15  | 19<br>DEC 1-15<br>4pm-8pm/Down for INITIAL PAYROLL               | 20<br>DEC 1-15<br>4pm/Down for FINAL PAYROLL  | 21<br>DEC 1-15<br>7am KHRIS Unlocked for Users<br>Jan Increment Lists Distributed<br>12pm/NC Processing-No downtime<br><br><3PR Files Available> | 22<br>DEC 1-15                                     |
| 23<br>DEC 1-15  | 24<br>DEC 1-15<br><b>HOLIDAY</b>   | 25<br>DEC 1-15<br><b>HOLIDAY</b>  | 26<br>DEC 1-15<br>3pm/OFF-CYCLE requests due<br>(cks for 12/28)  | 27<br>DEC 1-15<br>8am/W2c & Adj Run-No downtime<br><br><3PR Files Removed 12:01AM>  | 28<br>DEC 1-15<br><b>PAYDAY (PP24)</b>   | 29<br>DEC 1-15                                     |
| 30<br>DEC 1-15  | 31<br>DEC 1-15<br><b>HOLIDAY</b>   | 1<br>DEC 16-31<br><b>HOLIDAY</b>  | 2<br>DEC 16-31<br>3pm/OFF-CYCLE requests due<br>(cks for 1/4)    | 3<br>DEC 16-31<br>8am/W2c & Adj Run-No downtime<br>4pm-10pm/Down for W-2 Simulation | 4<br>DEC 16-31<br>3pm/INTERFACE files due<br>3pm/OFF-CYCLE requests due<br>(cks for 1/8)   | 5<br>DEC 16-31<br>4pm-10pm/Down for W-2 Simulation |

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### JANUARY 2019 KHRIS OPERATIONS CALENDAR

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| Sunday   | Monday   | Tuesday   | Wednesday  | Thursday   | Friday   | Saturday   |
|--|--|---|--|--|--|--|
| 30<br>DEC 1-15                                 | 31<br>DEC 1-15<br><b>HOLIDAY</b>   | 1<br>DEC 16-31<br><b>HOLIDAY</b>  | 2<br>DEC 16-31<br>3pm/OFF-CYCLE requests due<br>(cks for 1/4)  | 3<br>DEC 16-31<br>8am/W2c & Adj Run-No downtime<br><br>4pm-10pm/Down for W-2 Simulation  | 4<br>DEC 16-31<br>3pm/INTERFACE files due<br>3pm/OFF-CYCLE requests due<br>(cks for 1/8)               | 5<br>DEC 16-31<br>4pm-10pm/Down for W-2 Simulation |
| 6<br>DEC 16-31                                 | 7<br>DEC 16-31<br>Increment Lists (JAN)- DUE COB<br>4:00pm-12am/Down for BN Billing<br>8am/W2c & Adj Run-No downtime | 8<br>DEC 16-31<br>4pm-8pm/Down for INITIAL PAYROLL                                      | 9<br>DEC 16-31<br>4pm/Down for FINAL PAYROLL<br>Earliest retro date reset to 8/17  | 10<br>DEC 16-31<br>7am KHRIS Unlocked for Users<br><br>4pm-10pm/Down for W-2 Simulation<br><br><3PR Files Available>                             | 11<br>DEC 16-31<br>3pm/OFF-CYCLE requests due<br>(cks for 1/15)<br><br>5pm/Down for W-2 Production Run | 12<br>DEC 16-31<br>Down for W-2 Production Run     |
| 13<br>DEC 16-31<br>Down for W-2 Production Run | 14<br>DEC 16-31<br>8am/W2c & Adj Run-No downtime   | 15<br>DEC 16-31<br><b>PAYDAY (PP01)</b><br>3pm/OFF-CYCLE requests due<br>(cks for 1/17) | 16<br>JAN 1-15<br><br><br><br><3PR Files Removed 12:01AM>  | 17<br>JAN 1-15<br>3pm/INTERFACE files due<br>3pm/OFF-CYCLE requests due<br>(cks for 1/22)  | 18<br>JAN 1-15   | 19<br>JAN 1-15                                     |
| 20<br>JAN 1-15                                 | 21<br>JAN 1-15<br><b>HOLIDAY</b>   | 22<br>JAN 1-15<br>7am KHRIS Unlocked for Users<br>4pm-8pm/Down for INITIAL PAYROLL      | 23<br>JAN 1-15<br>4pm/Down for FINAL PAYROLL   | 24<br>JAN 1-15<br>7am KHRIS Unlocked for Users<br>Feb Increment Lists Distributed<br>12pm/NC Processing-No downtime<br><br><3PR Files Available> | 25<br>JAN 1-15   | 26<br>JAN 1-15                                     |
| 27<br>JAN 1-15                                 | 28<br>JAN 1-15<br>3pm/OFF-CYCLE requests due<br>(cks for 1/30)   | 29<br>JAN 1-15  | 30<br>JAN 1-15<br><b>PAYDAY (PP02)</b><br>3pm/OFF-CYCLE requests due<br>(cks for 2/1)<br><br><3PR Files Removed 12:01AM> | 31<br>JAN 1-15   | 1<br>JAN 16-31   | 2<br>JAN 16-31                                     |