



Operations Calendar



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

[Nov 2016](#)

[Dec 2016](#)

[January](#)

[February](#)

[March](#)

[April](#)

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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: 10/26/2016
 -SUBJECT TO CHANGE-

NOVEMBER 2016 KHRIS OPERATIONS CALENDAR

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

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DECEMBER 2016 KHRIS OPERATIONS CALENDAR

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Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27 NOV 1-15	28 NOV 1-15 12pm/NC Processing-No downtime	29 NOV 1-15 4pm/OFF-CYCLE requests due (cks for 11/30)	30 NOV 1-15 PAYDAY (PP22) 8am/W2c & Adj Run-No downtime <3PR Files Removed 12:01AM>	1 NOV 16-30 4pm/OFF-CYCLE requests due (cks for 12/2)	2 NOV 16-30 3pm/INTERFACE files due	3 NOV 16-30
4 NOV 16-30	5 NOV 16-30 4:00pm-12am/Down for BN Billing	6 NOV 16-30 4pm/OFF-CYCLE requests due (cks for 12/7)	7 NOV 16-30 4pm-8pm/Down for PRE-PAYROLL	8 NOV 16-30 4pm/Down for FINAL-PAYROLL Earliest retro date reset to 7/16 Increment Lists (Dec)- DUE COB	9 NOV 16-30 7am KHRIS Unlocked for Users 4pm/Down for Support Pack Upgrade <3PR Files Available>	10 NOV 16-30 00:00 - 11:59/Down for Support Pack Upgrade
11 NOV 16-30 00:00 - 11:59/Down for Support Pack Upgrade	12 NOV 16-30 7am KHRIS Unlocked for Users 8am/W2c & Adj Run-No downtime	13 NOV 16-30	14 NOV 16-30 4pm/OFF-CYCLE requests due (cks for 12/15)	15 NOV 16-30 PAYDAY (PP23) <3PR Files Removed 12:01AM>	16 DEC 1-15 4pm/OFF-CYCLE requests due (cks for 12/19) 3pm/INTERFACE files due	17 DEC 1-15
18 DEC 1-15 4pm-8pm/Down for PRE-PAYROLL	19 DEC 1-15 4pm/Down for FINAL-PAYROLL	20 DEC 1-15 7am KHRIS Unlocked for Users 12pm/NC Processing-No downtime Increment Lists (Jan)- Distributed <3PR Files Available>	21 DEC 1-15 4pm/OFF-CYCLE requests due (cks for 12/22)	22 DEC 1-15 PAYDAY (PP24) [TENTATIVE]	23 DEC 1-15 HOLIDAY	24 DEC 1-15
25 DEC 1-15	26 DEC 1-15 HOLIDAY	27 DEC 1-15 4pm/OFF-CYCLE requests due (cks for 12/28) <3PR Files Removed 12:01AM>	28 DEC 1-15	29 DEC 1-15	30 DEC 1-15 4pm-10pm/W2 Simulation Run HOLIDAY	31 DEC 1-15

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JANUARY 2017 KHRIS OPERATIONS CALENDAR

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Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 <small>DEC 16-31</small>	2 HOLIDAY <small>DEC 16-31</small>	3 8am/W2c & Adj Run-No downtime <small>DEC 16-31</small>	4 3pm/INTERFACE files due 4pm/OFF-CYCLE requests due (cks for 1/5) <small>DEC 16-31</small>	5 4pm-8pm/Down for PRE-PAYROLL <small>DEC 16-31</small>	6 4pm/Down for FINAL-PAYROLL Earliest retro date reset to 8/16 <small>DEC 16-31</small>	7 7am KHRIS Unlocked for Users 4pm-10pm/Down for W2 Sim <small>DEC 16-31</small>
8 <small>DEC 16-31</small>	9 4:00pm-12am/Down for BN Billing Increment Lists (Jan)- DUE COB <3PR Files Available> <small>DEC 16-31</small>	10 8am/W2c & Adj Run-No downtime <small>DEC 16-31</small>	11 <small>DEC 16-31</small>	12 4pm/OFF-CYCLE requests due (cks for 1/13) <small>DEC 16-31</small>	13 PAYDAY (PP01) 5pm Down for W2s <small>DEC 16-31</small>	14 Down for W2s <small>DEC 16-31</small>
15 Down for W2s <3PR Files Removed 12:01AM> <small>DEC 16-31</small>	16 Down for W2s HOLIDAY <small>JAN 1-15</small>	17 7am KHRIS Unlocked for Users 3pm/INTERFACE files due <small>JAN 1-15</small>	18 4pm/OFF-CYCLE requests due (cks for 1/19) <small>JAN 1-15</small>	19 4pm-8pm/Down for PRE-PAYROLL <small>JAN 1-15</small>	20 4pm/Down for FINAL-PAYROLL <small>JAN 1-15</small>	21 7am KHRIS Unlocked for Users Backup date for W2s <small>JAN 1-15</small>
22 Backup date for W2s <small>JAN 1-15</small>	23 <3PR Files Available> <small>JAN 1-15</small>	24 12pm/NC Processing-No downtime <small>JAN 1-15</small>	25 Increment Lists (Feb)- Distributed <small>JAN 1-15</small>	26 <small>JAN 1-15</small>	27 4pm/OFF-CYCLE requests due (cks for 1/30) <small>JAN 1-15</small>	28 <small>JAN 1-15</small>
29 <3PR Files Removed 12:01AM> <small>JAN 1-15</small>	30 PAYDAY (PP02) <small>JAN 1-15</small>	31 4pm/OFF-CYCLE requests due (cks for 2/1) W2 Filing Due & ACA Filing Due <small>JAN 1-15</small>	1 <small>JAN 16-31</small>	2 <small>JAN 16-31</small>	3 3pm/INTERFACE files due <small>JAN 16-31</small>	4 6pm/Down for monthly maintenance <small>JAN 16-31</small>

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FEBRUARY 2017 KHRIS OPERATIONS CALENDAR

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

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MARCH 2017 KHRIS OPERATIONS CALENDAR

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Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26 FEB 1-15	27 FEB 1-15 4pm/OFF-CYCLE requests due (cks for 2/28)	28 FEB 1-15 PAYDAY (PP04)	1 FEB 16-28 4pm/OFF-CYCLE requests due (cks for 3/2) <3PR Files Removed 12:01AM>	2 FEB 16-28	3 FEB 16-28 3pm/INTERFACE files due	4 FEB 16-28 6pm/Down for monthly maintenance
5 FEB 16-28 Until 6pm/Down	6 FEB 16-28 4pm/OFF-CYCLE requests due (cks for 3/7)	7 FEB 16-28 4pm-8pm/Down for PRE-PAYROLL	8 FEB 16-28 4pm/Down for FINAL-PAYROLL Earliest retro date reset to 10/16	9 FEB 16-28 7am KHRIS Unlocked for Users 4:00pm-12am/Down for BN Billing Increment Lists (Mar)- DUE COB <3PR Files Available>	10 FEB 16-28 8am/W2c & Adj Run-No downtime	11 FEB 16-28
12 FEB 16-28	13 FEB 16-28	14 FEB 16-28 4pm/OFF-CYCLE requests due (cks for 3/15)	15 FEB 16-28 PAYDAY (PP05) <3PR Files Removed 12:01AM>	16 MAR 1-15 4pm/OFF-CYCLE requests due (cks for 3/17)	17 MAR 1-15	18 MAR 1-15
19 MAR 1-15	20 MAR 1-15 3pm/INTERFACE files due	21 MAR 1-15	22 MAR 1-15 4pm/OFF-CYCLE requests due (cks for 3/23)	23 MAR 1-15 4pm-8pm/Down for PRE-PAYROLL	24 MAR 1-15 4pm/Down for FINAL-PAYROLL	25 MAR 1-15 7am KHRIS Unlocked for Users
26 MAR 1-15	27 MAR 1-15 12pm/NC Processing-No downtime Increment Lists (Apr)- Distributed <3PR Files Available>	28 MAR 1-15	29 MAR 1-15 4pm/OFF-CYCLE requests due (cks for 3/30)	30 MAR 1-15 PAYDAY (PP06) 8am/W2c & Adj Run-No downtime	31 MAR 1-15 4pm/OFF-CYCLE requests due (cks for 4/3)	1 MAR 16-30

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APRIL 2017 KHRIS OPERATIONS CALENDAR

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Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26 MAR 1-15	27 MAR 1-15 12pm/NC Processing-No downtime Increment Lists (Apr)- Distributed <3PR Files Available>	28 MAR 1-15	29 MAR 1-15 4pm/OFF-CYCLE requests due (cks for 3/30)	30 MAR 1-15 PAYDAY (PP06) 8am/W2c & Adj Run-No downtime	31 MAR 1-15 4pm/OFF-CYCLE requests due (cks for 4/3)	1 MAR 16-30
2 MAR 16-30 <3PR Files Removed 12:01AM>	3 MAR 16-30	4 MAR 16-30 3pm/INTERFACE files due	5 MAR 16-30 4pm/OFF-CYCLE requests due (cks for 4/6)	6 MAR 16-30 4pm-8pm/Down for PRE-PAYROLL	7 MAR 16-30 4pm/Down for FINAL-PAYROLL Earliest retro date reset to 11/16	8 MAR 16-30 7am KHRIS Unlocked for Users
9 MAR 16-30	10 MAR 16-30 4:00pm-12am/Down for BN Billing Increment Lists (Apr)- DUE COB <3PR Files Available>	11 MAR 16-30	12 MAR 16-30 8am/W2c & Adj Run-No downtime	13 MAR 16-30 4pm/OFF-CYCLE requests due (cks for 4/14)	14 MAR 16-30 PAYDAY (PP07) 1/2 DAY HOLIDAY	15 MAR 16-30
16 APR 1-15 <3PR Files Removed 12:01AM>	17 APR 1-15 4pm/OFF-CYCLE requests due (cks for 4/18)	18 APR 1-15 3pm/INTERFACE files due	19 APR 1-15 4pm/OFF-CYCLE requests due (cks for 4/20)	20 APR 1-15 4pm-8pm/Down for PRE-PAYROLL	21 APR 1-15 4pm/Down for FINAL-PAYROLL	22 APR 1-15 7am KHRIS Unlocked for Users
23 APR 1-15	24 APR 1-15 12pm/NC Processing-No downtime <3PR Files Available>	25 APR 1-15 Increment Lists (May)- Distributed	26 APR 1-15 10am/OFF-CYCLE requests due (cks for 4/28) 12pm/Down for System Maintenance	27 APR 1-15 Down for maintenance	28 APR 1-15 PAYDAY (PP08) Down for maintenance	29 APR 1-15 Down for maintenance
30 APR 1-15 Down for maintenance <3PR Files Removed 12:01AM>	1 APR 16-30 7am KHRIS Unlocked for Users 4pm/OFF-CYCLE requests due (cks for 5/2)	2 APR 16-30	3 APR 16-30 3pm/INTERFACE files due	4 APR 16-30 4pm/OFF-CYCLE requests due (cks for 5/5)	5 APR 16-30 4pm-8pm/Down for PRE-PAYROLL	6 APR 16-30

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MAY 2017 KHRIS OPERATIONS CALENDAR

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

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JUNE 2017 KHRIS OPERATIONS CALENDAR

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

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JULY 2017 KHRIS OPERATIONS CALENDAR

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

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AUGUST 2017 KHRIS OPERATIONS CALENDAR

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

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SEPTEMBER 2017 KHRIS OPERATIONS CALENDAR

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

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OCTOBER 2017 KHRIS OPERATIONS CALENDAR

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Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 SEP 16-30 <3PR Files Removed 12:01AM>	2 SEP 16-30 4pm/OFF-CYCLE requests due (cks for 10/3)	3 SEP 16-30 3pm/INTERFACE files due	4 SEP 16-30 4pm/OFF-CYCLE requests due (cks for 10/5)	5 SEP 16-30 8pm-11:59pm/Down for PRE-PAYROLL	6 SEP 16-30 6pm/Down for FINAL-PAYROLL Earliest retro date reset to 5/16	7 SEP 16-30 7am KHRIS Unlocked for Users
8 SEP 16-30	9 SEP 16-30 Increment Lists (OCT)- DUE COB <3PR Files Available>	10 SEP 16-30	11 SEP 16-30 8am/W2c & Adj Run-No downtime	12 SEP 16-30 4pm/OFF-CYCLE requests due (cks for 10/13)	PAYDAY (PP19)	14 SEP 16-30
15 SEP 16-30 <3PR Files Removed 12:01AM>	16 OCT 1-15 4pm/OFF-CYCLE requests due (cks for 10/17)	17 OCT 1-15	18 OCT 1-15 3pm/INTERFACE files due	19 OCT 1-15 4pm/OFF-CYCLE requests due (cks for 10/20)	20 OCT 1-15 8pm-11:59pm/Down for PRE-PAYROLL	21 OCT 1-15
22 OCT 1-15	23 OCT 1-15 6pm/Down for FINAL-PAYROLL	24 OCT 1-15 <3PR Files Available>	25 OCT 1-15 12pm/NC Processing-No downtime Increment Lists (Nov)- Distributed	26 OCT 1-15	27 OCT 1-15 4pm/OFF-CYCLE requests due (cks for 10/30)	28 OCT 1-15
29 OCT 1-15	30 OCT 1-15 PAYDAY (PP20) 8am/W2c & Adj Run-No downtime <3PR Files Removed 12:01AM>	31 OCT 1-15 4pm/OFF-CYCLE requests due (cks for 11/1)	1 OCT 16-31	2 OCT 16-31	3 OCT 16-31 3pm/INTERFACE files due	4 OCT 16-31 6pm/Down for monthly maintenance

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NOVEMBER 2017 KHRIS OPERATIONS CALENDAR

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

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DECEMBER 2017 KHRIS OPERATIONS CALENDAR

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