

# Operations Calendar

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

[Nov 2016](#)

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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

Revised: 12/01/2016  
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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 <b>PAYDAY (PP22)</b> 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 <b>PAYDAY (PP23)</b>  <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 <b>PAYDAY (PP24)</b> <b>[TENTATIVE]</b>	23 DEC 1-15 <b>HOLIDAY</b>	24 DEC 1-15
25 DEC 1-15	26 DEC 1-15 <b>HOLIDAY</b>	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  <b>HOLIDAY</b>	31 DEC 1-15

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## JANUARY 2017 KHRIS OPERATIONS CALENDAR

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

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## FEBRUARY 2017 KHRIS OPERATIONS CALENDAR

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

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

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MAY 2017 KHRIS OPERATIONS CALENDAR

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



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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  <b>HOLIDAY</b>	30 MAY 1-15  <b>PAYDAY (PP10)</b> 8am/W2c & Adj Run-No downtime  <3PR Files Removed 12:01AM>	31 MAY 1-15  <b>4pm/OFF-CYCLE requests due</b> (cks for 6/1)	1 MAY 16-31	2 MAY 16-31  <b>3pm/INTERFACE files due</b>	3 MAY 16-31  6pm/Down for monthly maintenance
4 MAY 16-31  Down Until 6pm for monthly maintenace	5 MAY 16-31  <b>4pm/OFF-CYCLE requests due</b> (cks for 6/6)	6 MAY 16-31  <b>4pm-8pm/Down for PRE-PAYROLL</b>	7 MAY 16-31  <b>4pm/Down for FINAL-PAYROLL</b> Earliest retro date reset to 1/16	8 MAY 16-31  7am KHRIS Unlocked for Users <b>4:00pm-12am/Down for BN Billing</b> 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  <b>4pm/OFF-CYCLE requests due</b> (cks for 6/15)  <3PR Files Removed 12:01AM>	15 JUN 1-15  <b>PAYDAY (PP11)</b>	16 JUN 1-15  <b>4pm/OFF-CYCLE requests due</b> (cks for 6/19)	17 JUN 1-15
18 JUN 1-15	19 JUN 1-15  <b>3pm/INTERFACE files due</b>	20 JUN 1-15  <b>4pm/OFF-CYCLE requests due</b> (cks for 6/21)	21 JUN 1-15  <b>4pm-8pm/Down for PRE-PAYROLL</b>	22 JUN 1-15  <b>4pm/Down for FINAL-PAYROLL</b>	23 JUN 1-15  7am KHRIS Unlocked for Users <b>8am/County PRE-PAYROLL</b>	24 JUN 1-15
25 JUN 1-15	26 JUN 1-15  <b>4pm/County FINAL-PAYROLL</b>  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  <b>County PAYDAY (PP12)</b> <b>4pm/OFF-CYCLE requests due</b> (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
<b>25</b> JUN 1-15 4pm/County PRE-PAYROLL	<b>26</b> JUN 1-15 4pm/County FINAL-PAYROLL  Increment Lists (Jul)- Distributed	<b>27</b> JUN 1-15 <3PR Files Available>	<b>28</b> JUN 1-15 12pm/NC Processing-No downtime	<b>29</b> JUN 1-15 8am/W2c & Adj Run-No downtime	<b>30</b> JUN 1-15 County PAYDAY (PP12) 4pm/OFF-CYCLE requests due (cks for 7/3)	<b>1</b> JUN 16-30
<b>2</b> JUN 16-30	<b>3</b> JUN 16-30 PAYDAY (PP12) 3pm/INTERFACE files due  <3PR Files Removed 12:01AM>	<b>4</b> JUN 16-30 HOLIDAY	<b>5</b> JUN 16-30 4pm/OFF-CYCLE requests due (cks for 7/6)	<b>6</b> JUN 16-30 4pm-8pm/Down for PRE-PAYROLL	<b>7</b> JUN 16-30 4pm/Down for FINAL-PAYROLL Earliest retro date reset to 2/16	<b>8</b> JUN 16-30 7am KHRIS Unlocked for Users 6pm/Down for monthly maintenance
<b>9</b> JUN 16-30 Down Until 6pm for monthly maintenance	<b>10</b> JUN 16-30 4:00pm-12am/Down for BN Billing Increment Lists (Jul)- DUE COB  <3PR Files Available>	<b>11</b> JUN 16-30	<b>12</b> JUN 16-30 3pm/OFF-CYCLE requests due (cks for 7/14)	<b>13</b> JUN 16-30	<b>14</b> JUN 16-30 PAYDAY (PP13) 3pm/OFF-CYCLE requests due (cks for 7/18)	<b>15</b> JUN 16-30
<b>16</b> JUL 1-15 <3PR Files Removed 12:01AM>	<b>17</b> JUL 1-15	<b>18</b> JUL 1-15 3pm/INTERFACE files due  3pm/OFF-CYCLE requests due (cks for 7/20)	<b>19</b> JUL 1-15	<b>20</b> JUL 1-15 4pm-8pm/Down for PRE-PAYROLL	<b>21</b> JUL 1-15 4pm/Down for FINAL-PAYROLL	<b>22</b> JUL 1-15 7am KHRIS Unlocked for Users
<b>23</b> JUL 1-15	<b>24</b> JUL 1-15 <3PR Files Available>	<b>25</b> JUL 1-15 12pm/NC Processing-No downtime  Increment Lists (Aug)- Distributed	<b>26</b> JUL 1-15 3pm/OFF-CYCLE requests due (cks for 7/28)	<b>27</b> JUL 1-15	<b>28</b> JUL 1-15 PAYDAY (PP14) 3pm/OFF-CYCLE requests due (cks for 8/1)	<b>29</b> JUL 1-15
<b>30</b> JUL 1-15 <3PR Files Removed 12:01AM>	<b>31</b> JUL 1-15 8am/W2c & Adj Run-No downtime	<b>1</b> JUL 16-31	<b>2</b> JUL 16-31	<b>3</b> JUL 16-31 3pm/INTERFACE files due 3pm/OFF-CYCLE requests due (cks for 8/7)	<b>4</b> JUL 16-31	<b>5</b> JUL 16-31 6pm/Down for monthly maintenance



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## SEPTEMBER 2017 KHRIS OPERATIONS CALENDAR

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Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27 AUG 1-15	28 AUG 1-15 3pm/OFF-CYCLE requests due (cks for 8/30)	29 AUG 1-15	30 AUG 1-15 PAYDAY (PP16) 3pm/OFF-CYCLE requests due (cks for 9/1)  <3PR Files Removed 12:01AM>	31 AUG 1-15 8am/W2c & Adj Run-No downtime	1 AUG 16-31	2 AUG 16-31
3 AUG 16-31	4 AUG 16-31 <b>HOLIDAY</b>	5 AUG 16-31 3pm/INTERFACE files due 3pm/OFF-CYCLE requests due (cks for 9/7) 4:00pm-12am/Down for Health/Life Premium Billing	6 AUG 16-31	7 AUG 16-31 4pm-8pm/Down for Initial PAYROLL	8 AUG 16-31 4pm/Down for FINAL PAYROLL Earliest retro date reset to 4/16	9 AUG 16-31 7am KHRIS Unlocked for Users
10 AUG 16-31	11 AUG 16-31 Increment Lists (SEP)- DUE COB  <3PR Files Available>	12 AUG 16-31	13 AUG 16-31 3pm/OFF-CYCLE requests due (cks for 9/15)	14 AUG 16-31	15 AUG 16-31 PAYDAY (PP17) 3pm/OFF-CYCLE requests due (cks for 9/19)	16 SEP 1-15
17 SEP 1-15  <3PR Files Removed 12:01AM>	18 SEP 1-15	19 SEP 1-15 3pm/INTERFACE files due 3pm/OFF-CYCLE requests due (cks for 9/21)	20 SEP 1-15	21 SEP 1-15 4pm-8pm/Down for Initial PAYROLL	22 SEP 1-15 4pm/Down for FINAL-PAYROLL	23 SEP 1-15 7am KHRIS Unlocked for Users 6pm/Down for monthly maintenance
24 SEP 1-15 Down Until 6pm for monthly maintenace	25 SEP 1-15 12pm/NC Processing-No downtime  <3PR Files Available>	26 SEP 1-15 Increment Lists (Oct)- Distributed	27 SEP 1-15 3pm/OFF-CYCLE requests due (cks for 9/29)	28 SEP 1-15 8am/W2C & Adj Run-No downtime	29 SEP 1-15 PAYDAY (PP18) 4:00pm-12am/Down for OCTOBER BN Billing 3pm/OFF-CYCLE requests due (cks for 10/3)	30 SEP 1-15

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## OCTOBER 2017 KHRIS OPERATIONS CALENDAR

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Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>1</b> SEP 16-30 4:00pm-12am/Down for Health/Life Premium Billing <3PR Files Removed 12:01AM>	<b>2</b> SEP 16-30	<b>3</b> SEP 16-30 3pm/INTERFACE files due 3pm/OFF-CYCLE requests due (cks for 10/5)	<b>4</b> SEP 16-30	<b>5</b> SEP 16-30 8pm-11:59pm/Down for Initial PAYROLL	<b>6</b> SEP 16-30 6pm/Down for FINAL PAYROLL Earl iect	<b>7</b> SEP 16-30 7am KHRIS Unlocked for Users
<b>8</b> SEP 16-30	<b>9</b> SEP 16-30 Open Enrollment 2018 Begins Increment Lists (OCT)- DUE COB <3PR Files Available>	<b>10</b> SEP 16-30 8am/W2c & Adj Run-No downtime Open Enrollment 2018 Continues	<b>11</b> SEP 16-30 Open Enrollment 2018 Continues 3pm/OFF-CYCLE requests due (cks for 10/13)	<b>12</b> SEP 16-30 Open Enrollment 2018 Continues	<b>13</b> SEP 16-30 <b>PAYDAY (PP19)</b> Open Enrollment 2018 Continues 3pm/OFF-CYCLE requests due (cks for 10/17)	<b>14</b> SEP 16-30 Open Enrollment 2018 Continues
<b>15</b> SEP 16-30 Open Enrollment 2018 Continues <3PR Files Removed 12:01AM>	<b>16</b> OCT 1-15 Open Enrollment 2018 Continues	<b>17</b> OCT 1-15 Open Enrollment 2018 Continues	<b>18</b> OCT 1-15 Open Enrollment 2018 Continues 3pm/INTERFACE files due 3pm/OFF-CYCLE requests due (cks for 10/20)	<b>19</b> OCT 1-15 Open Enrollment 2018 Continues	<b>20</b> OCT 1-15 Open Enrollment 2018 Ends	<b>21</b> OCT 1-15
<b>22</b> OCT 1-15	<b>23</b> OCT 1-15 8pm-11:59pm/Down for Initial PAYROLL	<b>24</b> OCT 1-15 6pm/Down for FINAL-PAYROLL <3PR Files Available>	<b>25</b> OCT 1-15 12pm/NC Processing-No downtime Increment Lists (Nov)- Distributed	<b>26</b> OCT 1-15 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	<b>30</b> OCT 1-15 <b>PAYDAY (PP20)</b> 3pm/OFF-CYCLE requests due (cks for 11/1) <3PR Files Removed 12:01AM>	<b>31</b> OCT 1-15 8am/W2c & Adj Run-No downtime	<b>1</b> OCT 16-31	<b>2</b> OCT 16-31	<b>3</b> OCT 16-31 3pm/INTERFACE files due	<b>4</b> 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 <b>PAYDAY (PP20)</b> 4pm/OFF-CYCLE requests due (cks for 11/1)  <3PR Files Removed 12:01AM>	31 OCT 1-15 8am/W2c & Adj Run-No downtime	1 OCT 16-31	2 OCT 16-31	3 OCT 16-31 3pm/INTERFACE files due 3pm/OFF-CYCLE requests due (cks for 11/7)	4 OCT 16-31 6pm/Down for monthly maintenance
5 OCT 16-31 Down Until 6pm for monthly maintenance	6 OCT 16-31 4:00pm-12am/Down for Health/Life Premium Billing	7 OCT 16-31 4pm-8pm/Down for Initial 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  Increment Lists (NOV)- DUE COB  <3PR Files Available>	10 OCT 16-31 <b>HOLIDAY</b>	11 OCT 16-31
12 OCT 16-31	13 OCT 16-31 3pm/OFF-CYCLE requests due (cks for 11/15)	14 OCT 16-31	15 OCT 16-31 <b>PAYDAY (PP21)</b>  3pm/OFF-CYCLE requests due (cks for 11/17)  <3PR Files Removed 12:01AM>	16 NOV 1-15	17 NOV 1-15 3pm/INTERFACE files due	18 NOV 1-15
19 NOV 1-15	20 NOV 1-15 4pm-8pm/Down for Initial 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 <b>HOLIDAY</b>	24 NOV 1-15 <b>HOLIDAY</b>	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 3pm/OFF-CYCLE requests due (cks for 11/30)  <3PR Files Removed 12:01AM>	29 NOV 1-15 8am/W2c & Adj Run-No downtime	30 NOV 1-15 <b>PAYDAY (PP22)</b>  3pm/OFF-CYCLE requests due (cks for 12/4)	1 NOV 16-30	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 3pm/OFF-CYCLE requests due (cks for 11/30)  <3PR Files Removed 12:01AM>	29 NOV 1-15 8am/W2c & Adj Run-No downtime	30 NOV 1-15 PAYDAY (PP22) 3pm/OFF-CYCLE requests due (cks for 12/4)	1 NOV 16-30	2 NOV 16-30
3 NOV 16-30	4 NOV 16-30 3pm/INTERFACE files due	5 NOV 16-30 3pm/OFF-CYCLE requests due (cks for 12/7) 4:00pm-12am/Down for BN Billing	6 NOV 16-30 4pm-8pm/Down for PRE-PAYROLL	7 NOV 16-30 4pm/Down for FINAL-PAYROLL Earliest retro date reset to 7/16 Increment Lists (DEC)- DUE COB	8 NOV 16-30 7am KHRIS Unlocked for Users  4pm/Down for Annual Maintenance	9 NOV 16-30  Down for Annual Maintenance
10 NOV 16-30  Down for Annual Maintenance	11 NOV 16-30 6am/Up from Annual Maintenance  <3PR Files Available>	12 NOV 16-30	13 NOV 16-30 3pm/OFF-CYCLE requests due (cks for 12/15)	14 NOV 16-30	15 NOV 16-30 PAYDAY (PP23)	16 DEC 1-15
17 DEC 1-15  <3PR Files Removed 12:01AM>	18 DEC 1-15 12pm/NC Processing-No downtime 3pm/INTERFACE files due 3pm/OFF-CYCLE requests due (cks for 12/20)	19 DEC 1-15	20 DEC 1-15 Jan Increment Lists Distributed 4pm-8pm/Down for PRE-PAYROLL	21 DEC 1-15 4pm/Down for FINAL-PAYROLL	22 DEC 1-15 7am KHRIS Unlocked for Users 3pm/OFF-CYCLE requests due (cks for 12/28)  <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	28 DEC 1-15 PAYDAY (PP24) 3pm/OFF-CYCLE requests due (cks for 01/02/2018)	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

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Sunday		Monday	
31 <i>DEC 16-31</i>		1 <i>DEC 16-31</i>	2
		HOLIDAY	
7 <i>DEC 16-31</i>		8 <i>DEC 16-31</i>	9
4pm-10pm/Down for W-2 Simulation		Increment Lists (Jan)- DUE COB 4:00pm-12am/Down for BN Billing  <3PR Files Available>	ACA :
14 <i>DEC 16-31</i>		15 <i>JAN 1-15</i>	16 6am
5pm/Down for W-2    Production Run  <3PR Files Removed 12:01AM>		HOLIDAY  5pm/Down for W-2    Production Run	
21 <i>JAN 1-15</i>		22 <i>JAN 1-15</i>	23
Backup date for W2s		4pm-8pm/Down for INITIAL PAYROLL	4pm, Earlie



<b>28</b>	<i>JAN 1-15</i>	<b>29</b>
<p>&lt;3PR Files Removed 12:01AM&gt;</p>		<i>JAN 1-15</i>
		<b>30</b>
		<b>3pm,</b>
		<b>(cks f</b>
		<b>W2 F</b>

# JANUARY 2018 KHRIS OPERATIONS CALENDAR

Tuesday		Wednesday	
DEC 16-31	<b>3</b>	DEC 16-31	<b>4</b>
	<p><b>3pm/INTERFACE files due</b></p> <p><b>3pm/OFF-CYCLE requests due</b> (cks for 01/05)</p>		<b>4pm-</b>
DEC 16-31	<b>10</b>	DEC 16-31	<b>11</b>
1095-B & -C Production Run	<p><b>3pm/OFF-CYCLE requests due</b> (cks for 01/12)</p> <p>Backup for ACA 1095-B &amp; -C Production Run</p>		<p><b>4pm,</b> (cks f</p> <p><b>4pm</b></p>
JAN 1-15	<b>17</b>	JAN 1-15	<b>18</b>
KHRIS Unlocked for Users	<p><b>3pm/OFF-CYCLE requests due</b> (cks for 01/19)</p>		<b>3pm</b>
JAN 1-15	<b>24</b>	JAN 1-15	<b>25</b>
<p><b>/Down for FINAL PAYROLL</b></p> <p>est retro date reset to 8/16</p>	<p>7am KHRIS Unlocked for Users</p> <p><b>Feb Increment Lists Distributed</b></p> <p><b>12pm/NC Processing-No downtime</b></p>		

<p style="text-align: right;"><i>JAN 1-15</i></p>	<p style="text-align: center;"><b>31</b></p>	<p style="text-align: right;"><i>JAN 16-31</i></p> <p style="text-align: right;"><b>1</b></p>
<p><b>PAYDAY (PP02)</b></p> <p><b>/OFF-CYCLE requests due</b> <b>for 02/01)</b></p> <p>Filing Due &amp; ACA Filing Due</p>		

# CALENDAR

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Thursday		Friday	
DEC 16-31	<b>5</b>	DEC 16-31	<b>6</b>
-8pm/Down for INITIAL PAYROLL	4pm/Down for FINAL PAYROLL Earliest retro date reset to 8/16	7am	4pm
DEC 16-31	<b>12</b>	DEC 16-31	<b>13</b>
/OFF-CYCLE requests due (for 01/16)	<b>PAYDAY (PP01)</b>		
-10pm/Down for W-2 Simulation	5pm/Down for W-2	Production Run	5pm
JAN 1-15	<b>19</b>	JAN 1-15	<b>20</b>
/INTERFACE files due			Backl
JAN 1-15	<b>26</b>	JAN 1-15	<b>27</b>
	3pm/OFF-CYCLE requests due (cks for 01/30)		

<i>JAN 16-31</i>	<b>2</b>	<i>JAN 16-31</i>	<b>3</b>

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Saturday

*DEC 16-31*

KHRIS Unlocked for Users

**-10pm/Down for W-2 Simulation**

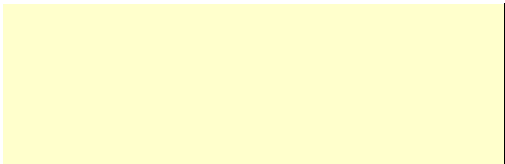
*DEC 16-31*

**/Down for W-2      Production Run**

*JAN 1-15*

up date for W2s

*JAN 1-15*



*JAN 16-31*

