



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: 08/06/2018
 -SUBJECT TO CHANGE-

NOVEMBER 2018 KHRIS OPERATIONS CALENDAR

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Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28 OCT 1-15	29 OCT 1-15 8am/W2c & Adj Run-No downtime	30 OCT 1-15 PAYDAY (PP20) 3pm/OFF-CYCLE requests due (cks for 11/1)	31 OCT 1-15 <3PR Files Removed 12:01AM>	1 OCT 16-31	2 OCT 16-31	3 OCT 16-31 6pm/Down for monthly maintenance
4 OCT 16-31 Down until 6pm for monthly maintenance	5 OCT 16-31	6 OCT 16-31 3pm/INTERFACE files due 3pm/OFF-CYCLE requests due (cks for 11/8)	7 OCT 16-31 Increment Lists (NOV)- DUE COB 4:00pm-12am/Down for BN Billing	8 OCT 16-31 4pm-8pm/Down for INITIAL PAYROLL	9 OCT 16-31 4pm/Down for FINAL PAYROLL Earliest retro date reset to 6/18	10 OCT 16-31 7am KHRIS Unlocked for Users
11 OCT 16-31	12 OCT 16-31 HOLIDAY	13 OCT 16-31 3pm/OFF-CYCLE requests due (cks for 11/15) <3PR Files Available>	14 OCT 16-31	15 OCT 16-31 PAYDAY (PP21) 3pm/OFF-CYCLE requests due (cks for 11/19)	16 NOV 1-15	17 NOV 1-15
18 NOV 1-15	19 NOV 1-15 3pm/INTERFACE files due 3pm/OFF-CYCLE requests due (cks for 11/21) <3PR Files Removed 12:01AM>	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 HOLIDAY	23 NOV 1-15 HOLIDAY	24 NOV 1-15
25 NOV 1-15	26 NOV 1-15 Dec Increment Lists Distributed 12pm/NC Processing-No downtime <3PR Files Available>	27 NOV 1-15	28 NOV 1-15 3pm/OFF-CYCLE requests due (cks for 11/30)	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 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 NOV 1-15	26 NOV 1-15 Dec Increment Lists Distributed 12pm/NC Processing-No downtime <3PR Files Available>	27 NOV 1-15	28 NOV 1-15 3pm/OFF-CYCLE requests due (cks for 11/30)	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 6pm/Down for monthly maintenance
2 NOV 16-30 Until 6pm/Down <3PR Files Removed 12:01AM>	3 NOV 16-30	4 NOV 16-30 3pm/INTERFACE files due 3pm/OFF-CYCLE requests due (cks for 12/6)	5 NOV 16-30 4:00pm-12am/Down for BN Billing	6 NOV 16-30 4pm-8pm/Down for INITIAL PAYROLL	7 NOV 16-30 4pm/Down for FINAL PAYROLL Earliest retro date reset to 7/18	8 NOV 16-30 7am KHRIS Unlocked for Users
9 NOV 16-30	10 NOV 16-30 Increment Lists (DEC)- DUE COB <3PR Files Available>	11 NOV 16-30	12 NOV 16-30 3pm/OFF-CYCLE requests due (cks for 12/14)	13 NOV 16-30	14 NOV 16-30 PAYDAY (PP23) 3pm/OFF-CYCLE requests due (cks for 12/18)	15 NOV 16-30
16 DEC 1-15 <3PR Files Removed 12:01AM>	17 DEC 1-15 3pm/INTERFACE files due	18 DEC 1-15	19 DEC 1-15 4pm-8pm/Down for INITIAL PAYROLL	20 DEC 1-15 4pm/Down for FINAL PAYROLL	21 DEC 1-15 7am KHRIS Unlocked for Users Jan Increment Lists Distributed 12pm/NC Processing-No downtime <3PR Files Available>	22 DEC 1-15
23 DEC 1-15	24 DEC 1-15 HOLIDAY	25 DEC 1-15 HOLIDAY	26 DEC 1-15 3pm/OFF-CYCLE requests due (cks for 12/28)	27 DEC 1-15 8am/W2c & Adj Run-No downtime <3PR Files Removed 12:01AM>	28 DEC 1-15 PAYDAY (PP24)	29 DEC 1-15
30 DEC 1-15	31 DEC 1-15 HOLIDAY	1 DEC 16-31 HOLIDAY	2 DEC 16-31 3pm/OFF-CYCLE requests due (cks for 1/4)	3 DEC 16-31 8am/W2c & Adj Run-No downtime 4pm-10pm/Down for W-2 Simulation	4 DEC 16-31 3pm/INTERFACE files due 3pm/OFF-CYCLE requests due (cks for 1/8)	5 DEC 16-31 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 DEC 1-15	31 DEC 1-15 HOLIDAY	1 DEC 16-31 HOLIDAY	2 DEC 16-31 3pm/OFF-CYCLE requests due (cks for 1/4)	3 DEC 16-31 8am/W2c & Adj Run-No downtime	4 DEC 16-31 3pm/INTERFACE files due 3pm/OFF-CYCLE requests due (cks for 1/8)	5 DEC 16-31 4pm-10pm/Down for W-2 Simulation
6 DEC 16-31	7 DEC 16-31 Increment Lists (JAN)- DUE COB 4:00pm-12am/Down for BN Billing 8am/W2c & Adj Run-No downtime	8 DEC 16-31 4pm-8pm/Down for INITIAL PAYROLL	9 DEC 16-31 4pm/Down for FINAL PAYROLL Earliest retro date reset to 8/18	10 DEC 16-31 7am KHRIS Unlocked for Users 4pm-10pm/Down for W-2 Simulation <3PR Files Available>	11 DEC 16-31 3pm/OFF-CYCLE requests due (cks for 1/15) 5pm/Down for W-2 Production Run	12 DEC 16-31 Down for W-2 Production Run
13 DEC 16-31 Down for W-2 Production Run	14 DEC 16-31 7am KHRIS Unlocked for Users ACA File Processing	15 DEC 16-31 PAYDAY (PP01) 3pm/OFF-CYCLE requests due (cks for 1/17)	16 JAN 1-15 <3PR Files Removed 12:01AM>	17 JAN 1-15 3pm/INTERFACE files due 3pm/OFF-CYCLE requests due (cks for 1/22)	18 JAN 1-15	19 JAN 1-15
20 JAN 1-15	21 JAN 1-15 HOLIDAY	22 JAN 1-15 4pm-8pm/Down for INITIAL PAYROLL	23 JAN 1-15 4pm/Down for FINAL PAYROLL	24 JAN 1-15 7am KHRIS Unlocked for Users Feb Increment Lists Distributed 12pm/NC Processing-No downtime <3PR Files Available>	25 JAN 1-15	26 JAN 1-15
27 JAN 1-15	28 JAN 1-15 3pm/OFF-CYCLE requests due (cks for 1/30)	29 JAN 1-15 8am/W2c & Adj Run-No downtime	30 JAN 1-15 PAYDAY (PP02) 3pm/OFF-CYCLE requests due (cks for 2/1) <3PR Files Removed 12:01AM>	31 JAN 1-15	1 JAN 16-31	2 JAN 16-31 6pm/Down for monthly maintenance

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FEBRUARY 2019 KHRIS OPERATIONS CALENDAR

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

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MARCH 2019 KHRIS OPERATIONS CALENDAR

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

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APRIL 2019 KHRIS OPERATIONS CALENDAR

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

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MAY 2019 KHRIS OPERATIONS CALENDAR

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Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28 APR 1-15	29 APR 1-15	30 APR 1-15 PAYDAY (PP07) 8am/W2c & Adj Run-No downtime 3pm/OFF-CYCLE requests due (cks for 5/2)	1 APR 16-30 <3PR Files Removed 12:01AM>	2 APR 16-30	3 APR 16-30 3pm/INTERFACE files due 3pm/OFF-CYCLE requests due (cks for 5/7)	4 APR 16-30 6pm/Down for monthly maintenance
5 APR 16-30 Down until 6pm for monthly maintenance	6 APR 16-30 Increment Lists (MAY)- DUE COB 4:00pm-12am/Down for BN Billing	7 APR 16-30 4pm-8pm/Down for INITIAL PAYROLL	8 APR 16-30 4pm/Down for FINAL PAYROLL Earliest retro date reset to 12/18	9 APR 16-30 7am KHRIS Unlocked for Users <3PR Files Available>	10 APR 16-30	11 APR 16-30
12 APR 16-30	13 APR 16-30 3pm/OFF-CYCLE requests due (cks for 5/15)	14 APR 16-30	15 APR 16-30 PAYDAY (PP09) 3pm/OFF-CYCLE requests due (cks for 5/17) <3PR Files Removed 12:01AM>	16 MAY 1-15	17 MAY 1-15 3pm/INTERFACE files due 3pm/OFF-CYCLE requests due (cks for 5/21)	18 MAY 1-15
19 MAY 1-15	20 MAY 1-15	21 MAY 1-15 4pm-8pm/Down for INITIAL PAYROLL	22 MAY 1-15 4pm/Down for FINAL PAYROLL	23 MAY 1-15 7am KHRIS Unlocked for Users June Increment Lists Distributed 12pm/NC Processing-No downtime <3PR Files Available>	24 MAY 1-15	25 MAY 1-15
26 MAY 1-15	27 MAY 1-15 HOLIDAY	28 MAY 1-15 3pm/OFF-CYCLE requests due (cks for 5/30)	29 MAY 1-15 8am/W2c & Adj Run-No downtime <3PR Files Removed 12:01AM>	30 MAY 1-15 PAYDAY (PP10) 3pm/OFF-CYCLE requests due (cks for 6/3)	31 MAY 1-15	1 MAY 16-31 6pm/Down for monthly maintenance

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JUNE 2019 KHRIS OPERATIONS CALENDAR

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

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JULY 2019 KHRIS OPERATIONS CALENDAR

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

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AUGUST 2019 KHRIS OPERATIONS CALENDAR

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

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SEPTEMBER 2019 KHRIS OPERATIONS CALENDAR

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

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OCTOBER 2019 KHRIS OPERATIONS CALENDAR

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Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29 SEP 1-15 4:00pm-12am/Down for BN Billing	30 SEP 1-15 PAYDAY (PP18) 3pm/OFF-CYCLE requests due (cks for 10/2)	1 SEP 16-30 <3PR Files Removed 12:01AM>	2 SEP 16-30 3pm/OFF-CYCLE requests due (cks for 10/4)	3 SEP 16-30 3pm/INTERFACE files due	4 SEP 16-30	5 SEP 16-30
6 SEP 16-30	7 SEP 16-30 8pm-12am/Down for INITIAL PAYROLL	8 SEP 16-30 6pm/Down for FINAL PAYROLL Earliest retro date reset to 5/19	9 SEP 16-30 7am KHRIS Unlocked for Users Increment Lists (OCT)- DUE COB <3PR Files Available>	10 SEP 16-30 8am/W2c Run-No downtime	11 SEP 16-30 3pm/OFF-CYCLE requests due (cks for 10/16) *Checks dated for 10/16 because 10/14 is a Federal Reserve holiday	12 SEP 16-30
13 SEP 16-30	14 SEP 16-30	15 SEP 16-30 PAYDAY (PP19) 3pm/OFF-CYCLE requests due (cks for 10/17) <3PR Files Removed 12:01AM>	16 OCT 1-15	17 OCT 1-15	18 OCT 1-15 3pm/INTERFACE files due 3pm/OFF-CYCLE requests due (cks for 10/22)	19 OCT 1-15
20 OCT 1-15	21 OCT 1-15	22 OCT 1-15 8pm-12am/Down for INITIAL PAYROLL	23 OCT 1-15 6pm/Down for FINAL PAYROLL	24 OCT 1-15 7am KHRIS Unlocked for Users Nov Increment Lists Distributed 12pm/NC Processing-No downtime <3PR Files Available>	25 OCT 1-15	26 OCT 1-15
27 OCT 1-15	28 OCT 1-15 3pm/OFF-CYCLE requests due (cks for 10/30)	29 OCT 1-15 8am/W2c & Adj Run-No downtime	30 OCT 1-15 PAYDAY (PP20) 3pm/OFF-CYCLE requests due (cks for 11/1) <3PR Files Removed 12:01AM>	31 OCT 1-15	1 OCT 16-31	2 OCT 16-31 6pm/Down for monthly maintenance

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NOVEMBER 2019 KHRIS OPERATIONS CALENDAR

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

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DECEMBER 2019 KHRIS OPERATIONS CALENDAR

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

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JANUARY 2020 KHRIS OPERATIONS CALENDAR

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Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29 <small>DEC 1-15</small> <3PR Files Removed 12:01AM>	30 <small>DEC 1-15</small> PAYDAY (PP24) 3pm/OFF-CYCLE requests due (cks for 1/3)	31 <small>DEC 1-15</small> HOLIDAY	1 <small>DEC 16-31</small> HOLIDAY	2 <small>DEC 16-31</small> 8am/W2c & Adj Run-No downtime 4pm-10pm/Down for W-2 Simulation	3 <small>DEC 16-31</small> 3pm/INTERFACE files due 3pm/OFF-CYCLE requests due (cks for 1/7)	4 <small>DEC 16-31</small> 4pm-10pm/Down for W-2 Simulation
5 <small>DEC 16-31</small>	6 <small>DEC 16-31</small> Increment Lists (JAN)- DUE COB 4:00pm-12am/Down for BN Billing 8am/W2c & Adj Run-No downtime	7 <small>DEC 16-31</small> 4pm-8pm/Down for INITIAL PAYROLL	8 <small>DEC 16-31</small> 4pm/Down for FINAL PAYROLL Earliest retro date reset to 8/19	9 <small>DEC 16-31</small> 7am KHRIS Unlocked for Users 4pm-10pm/Down for W-2 Simulation <3PR Files Available>	10 <small>DEC 16-31</small> 5pm/Down for W-2 Production Run	11 <small>DEC 16-31</small> Down for W-2 Production Run
12 <small>DEC 16-31</small> Down for W-2 Production Run	13 <small>DEC 16-31</small> 3pm/OFF-CYCLE requests due (cks for 1/15)	14 <small>DEC 16-31</small>	15 <small>DEC 16-31</small> PAYDAY (PP01) 3pm/OFF-CYCLE requests due (cks for 1/17) <3PR Files Removed 12:01AM>	16 <small>JAN 1-15</small>	17 <small>JAN 1-15</small> 3pm/INTERFACE files due 3pm/OFF-CYCLE requests due (cks for 1/22)	18 <small>JAN 1-15</small>
19 <small>JAN 1-15</small>	20 <small>JAN 1-15</small> HOLIDAY	21 <small>JAN 1-15</small>	22 <small>JAN 1-15</small> 4pm-8pm/Down for INITIAL PAYROLL	23 <small>JAN 1-15</small> 4pm/Down for FINAL PAYROLL	24 <small>JAN 1-15</small> 7am KHRIS Unlocked for Users Feb Increment Lists Distributed 12pm/NC Processing-No downtime <3PR Files Available>	25 <small>JAN 1-15</small>
26 <small>JAN 1-15</small>	27 <small>JAN 1-15</small>	28 <small>JAN 1-15</small> 3pm/OFF-CYCLE requests due (cks for 1/30)	29 <small>JAN 1-15</small> 8am/W2c & Adj Run-No downtime	30 <small>JAN 1-15</small> PAYDAY (PP02) 3pm/OFF-CYCLE requests due (cks for 2/3) <3PR Files Removed 12:01AM>	31 <small>JAN 1-15</small>	1 <small>JAN 16-31</small>