



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: 09/29/2020
 -SUBJECT TO CHANGE-

NOVEMBER 2020 KHRIS OPERATIONS CALENDAR

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

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DECEMBER 2020 KHRIS OPERATIONS CALENDAR

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

Revised: 1/26/2021
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JANUARY 2021 KHRIS OPERATIONS CALENDAR

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

Revised: 2/17/2021
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FEBRUARY 2021 KHRIS OPERATIONS CALENDAR

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

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MARCH 2021 KHRIS OPERATIONS CALENDAR

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

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APRIL 2021 KHRIS OPERATIONS CALENDAR

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

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MAY 2021 KHRIS OPERATIONS CALENDAR

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

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JUNE 2021 KHRIS OPERATIONS CALENDAR

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

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JULY 2021 KHRIS OPERATIONS CALENDAR

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

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AUGUST 2021 KHRIS OPERATIONS CALENDAR

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

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SEPTEMBER 2021 KHRIS OPERATIONS CALENDAR

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

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OCTOBER 2021 KHRIS OPERATIONS CALENDAR

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

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NOVEMBER 2021 KHRIS OPERATIONS CALENDAR

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

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DECEMBER 2021 KHRIS OPERATIONS CALENDAR

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

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JANUARY 2022 KHRIS OPERATIONS CALENDAR

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