

# OSPS Processing Calendar

## January 2008

January 2008						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February 2008						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
January 1, 2008						
		STATE HOLIDAY	PAYDAY - ACH	6:00pm Table Backups		
6	7	8	9	10	11	12
	3:00pm Batch Tapes Due 6:00pm Prelim Cutoff - Dec R2	Exception Reports	6:00pm Final Cutoff Dec R2; Run Payroll	Leave Accrual Update P080 Closed Payroll Reports Distribution 6:00pm Load SFMA 6:00pm Table Backups	Leave Reports Distribution 10:15am ACH Stops 6:00pm Post to R*STARS	
13	14	15	16	17	18	19
	Dec DataMart Avail Rcv Shuttled Reports 3:00pm W-2 Req Due	PAYDAY Run Q4 Reports	1:15pm - 4:15 Proc Emp Transf in OSPA (SFMS Conf Rm, DAS)	6:00pm Table Backups		
20	21	22	23	24	25	26
	STATE HOLIDAY	Run 2007 W-2s	P080 Open W-2 Distrib to Agencies 6:00pm Table Backups	3:00pm Batch Tapes Due 6:00pm Prelim Cutoff - Jan R1	Exception Reports	
27	28	29	30	31		
	6:00pm Final Cutoff Jan R1; Run Payroll & Timesheets	Payroll Reports Distribution 6:00pm Load SFMA	Timesheet Distribution 10:15am ACH Stops 1:15pm - 4.15 Req Corr W-2 (SFMS Conf Rm, DAS) 6:00pm Post to R*STARS	Rcv Shuttled Reports W-2 Distribution Deadline 3:00pm W-2 Req Due 6:00pm Table Backups		

# OSPS Processing Calendar

## February 2008

February 2008							March 2008						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
5					1	2	9						1
6	3	4	5	6	7	8	10	2	3	4	5	6	7
7	10	11	12	13	14	15	11	9	10	11	12	13	14
8	17	18	19	20	21	22	12	16	17	18	19	20	21
9	24	25	26	27	28	29	13	23	24	25	26	27	28
							14	30	31				29

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					February 1	2
					PAYDAY	
3	4	5	6	7	8	9
	9:00am - 4:00 Proc Sep Emp in OSPA ( Rm 301, OSL)		6:00pm Table Backups	3:00pm Batch Tapes Due 3:00pm W-2 Req Due 6:00pm Prelim Cutoff - Jan R2	Exception Reports	
10	11	12	13	14	15	16
	Payroll Reports Distribution 6:00pm Final Cutoff Jan R2; Run Payroll 6:00pm Load SFMA	Leave Accrual Update P080 Closed Payroll Reports Distribution 6:00pm Load SFMA	Leave Reports Distribution 10:15am ACH Stops 6:00pm Post to R*STARS	Jan DataMart Avail Rcv Shuttled Reports 3:00pm W-2 Req Due 6:00pm Table Backups	PAYDAY	
17	18	19	20	21	22	23
	STATE HOLIDAY		P080 Open 1:00pm - 4:00 pm OSPS Forum (Vets) 6:00pm Table Backups	3:00pm Batch Tapes Due 3:00pm W-2 Req Due 6:00pm Prelim Cutoff - Feb R1	Exception Reports	
24	25	26	27	28	29	
	6:00pm Final Cutoff Feb R1; Run Payroll & Timesheets	Payroll Reports Distribution 6:00pm Load SFMA	Timesheet Distribution 10:15am ACH Stops 1:15pm - 4:15 Req Corr W-2's from OSPS (SFMS Conf Rm, DAS) 6:00pm Post to R*STARS	Rcv Shuttled Reports 3:00pm W-2 Req Due 6:00pm Table Backups	PAYDAY	

# OSPS Processing Calendar

## March 2008

March 2008							April 2008								
S	M	T	W	T	F	S	S	M	T	W	T	F	S		
9						1	14		1	2	3	4	5		
10	2	3	4	5	6	7	8	15	6	7	8	9	10	11	12
11	9	10	11	12	13	14	15	16	13	14	15	16	17	18	19
12	16	17	18	19	20	21	22	17	20	21	22	23	24	25	26
13	23	24	25	26	27	28	29	18	27	28	29	30			
14	30	31													

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	March 1
2	3	4	5	6	7	8	
			6:00pm Table Backups	3:00pm Batch Tapes Due 3:00pm W-2 Req Due 6:00pm Prelim Cutoff - Feb R2	Exception Reports		
9	10	11	12	13	14	15	
	6:00pm Final Cutoff Feb R2; Run Payroll	Leave Accrual Update P080 Closed Payroll Reports Distribution 6:00pm Load SFMA	Leave Reports Distribution 10:15am ACH Stops 6:00pm Post to R*STARS	Feb DataMart Avail Rcv Shuttled Reports Run Q1 Reports 3:00pm W-2 Req Due 6:00pm Table Backups	PAYDAY		
16	17	18	19	20	21	22	
	8:30am - 4:30 OSPA Overview, Part 1 (Rm. 303, OSL)			3:00pm W-2 Req Due 6:00pm Table Backups	P080 Open		
23	24	25	26	27	28	29	
	3:00pm Batch Tapes Due 6:00pm Prelim Cutoff - Mar R1	Exception Reports	6:00pm Final Cutoff Mar R1; Run Payroll & Timesheets	Payroll Reports Distribution 3:00pm W-2 Req Due 6:00pm Load SFMA 6:00pm Table Backups	Timesheet Distribution 10:15am ACH Stops 6:00pm Post to R*STARS		
30	31						
	Rcv Shuttled Reports						

# OSPS Processing Calendar

## April 2008

April 2008							May 2008						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
14	6	7	8	9	10	11	18	4	5	6	7	8	9
15	13	14	15	16	17	18	19	11	12	13	14	15	16
16	20	21	22	23	24	25	20	18	19	20	21	22	23
17	27	28	29	30			21	25	26	27	28	29	30
18							22						31

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		April 1	2	3	4	5
		PAYDAY 3:00pm W-2 Req Due	3:00pm W-2 Req Due	3:00pm W-2 Req Due 6:00pm Table Backups	3:00pm W-2 Req Due	
6	7	8	9	10	11	12
	3:00pm Batch Tapes Due 3:00pm W-2 Req Due 6:00pm Prelim Cutoff - Mar R2	Exception Reports 3:00pm W-2 Req Due 6:00pm Table Backups	3:00pm W-2 Req Due 6:00pm Final Cutoff Mar R2; Run Payroll	Leave Accrual Update P080 Closed Payroll Reports Distribution 3:00pm W-2 Req Due 6:00pm Load SFMA	Leave Reports Distribution 10:15am ACH Stops 3:00pm W-2 Req Due 6:00pm Post to R*STARS	
13	14	15	16	17	18	19
	Mar DataMart Avail Rcv Shuttled Reports 3:00pm W-2 Req Due	PAYDAY		6:00pm Table Backups		
20	21	22	23	24	25	26
	8:30am - 4:30 OSPA Overview, Part 2 (Rm 303, OSL)	P080 Open	3:00pm Batch Tapes Due 6:00pm Prelim Cutoff - Apr R1	Exception Reports 6:00pm Table Backups	6:00pm Final Cutoff Apr R1; Run Payroll & Timesheets	OSPA Unavailable
27	28	29	30			
	Payroll Reports Distribution 6:00pm Load SFMA	Timesheet Distribution 10:15am ACH Stops 6:00pm Post to R*STARS	Rcv Shuttled Reports 3:00pm W-2 Req Due			

# OSPS Processing Calendar

## May 2008

May 2008							June 2008						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
18	4	5	6	7	8	9	23	1	2	3	4	5	6
19	11	12	13	14	15	16	24	8	9	10	11	12	13
20	18	19	20	21	22	23	25	15	16	17	18	19	20
21	25	26	27	28	29	30	26	22	23	24	25	26	27
22						31	27	29	30				28

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				May 1 PAYDAY 6:00pm Table Backups	2	3
4	5 9:00am - 4:00 Proc New Emp in OSPA ( Rm 303, OSL)	6	7 3:00pm Batch Tapes Due 6:00pm Prelim Cutoff - Apr R2	8 Exception Reports 6:00pm Table Backups	9 6:00pm Final Cutoff Apr R2; Run Payroll	10 OSPA Unavailable
11	12 Leave Accrual Update P080 Closed Payroll Reports Distribution 6:00pm Load SFMA	13 Leave Reports Distribution 10:15am ACH Stops 6:00pm Post to R*STARS	14 Apr DataMart Avail Rcv Shuttled Reports 3:00pm W-2 Req Due	15 PAYDAY 6:00pm Table Backups	16 1:00pm - 4:00 OSPS Forum (Vets)	17
18	19 P080 Open	20	21 3:00pm Batch Tapes Due 6:00pm Prelim Cutoff - May R1	22 Exception Reports 6:00pm Table Backups	23 6:00pm Final Cutoff May R1; Run Payroll & Timesheets	24 OSPA Unavailable
25	26 STATE HOLIDAY	27 Payroll Reports Distribution 6:00pm Load SFMA	28 Timesheet Distribution 10:15am ACH Stops 6:00pm Post to R*STARS	29 Rcv Shuttled Reports 3:00pm W-2 Req Due 6:00pm Table Backups	30 PAYDAY	31

# OSPS Processing Calendar

## June 2008

June 2008							July 2008						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7	1	2	3	4	5	6	7
8	9	10	11	12	13	14	8	9	10	11	12	13	14
15	16	17	18	19	20	21	15	16	17	18	19	20	21
22	23	24	25	26	27	28	22	23	24	25	26	27	28
29	30						29	30	31				

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
June 1	2	3	4	5	6	7
			6:00pm Table Backups	3:00pm Batch Tapes Due 6:00pm Prelim Cutoff - May R2	Exception Reports	
8	9	10	11	12	13	14
	6:00pm Final Cutoff May R2; Run Payroll	Leave Accrual Update P080 Closed Payroll Reports Distribution 6:00pm Load SFMA	Leave Reports Distribution 10:15am ACH Stops 6:00pm Post to R*STARS	May DataMart Avail Rcv Shuttled Reports 3:00pm W-2 Req Due 6:00pm Table Backups	PAYDAY Run Q2 Reports	
15	16	17	18	19	20	21
	9:00am Protected Leave and OSPA (OSL 303)			6:00pm Table Backups	P080 Open	
22	23	24	25	26	27	28
	3:00pm Batch Tapes Due 6:00pm Prelim Cutoff - Jun R1	Exception Reports	6:00pm Final Cutoff Jun R1; Run Payroll & Timesheets	Payroll Reports Distribution 6:00pm Load SFMA 6:00pm Table Backups	Timesheet Distribution 10:15am ACH Stops 6:00pm Post to R*STARS	
29	30					
	Rcv Shuttled Reports 3:00pm W-2 Req Due					

# OSPS Processing Calendar

## July 2008

July 2008							August 2008								
S	M	T	W	T	F	S	S	M	T	W	T	F	S		
27		1	2	3	4	5	31					1	2		
28	6	7	8	9	10	11	12	32	3	4	5	6	7	8	9
29	13	14	15	16	17	18	19	33	10	11	12	13	14	15	16
30	20	21	22	23	24	25	26	34	17	18	19	20	21	22	23
31	27	28	29	30	31			35	24	25	26	27	28	29	30
								36	31						

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		July 1	2	3	4	5
		PAYDAY		6:00pm Table Backups	STATE HOLIDAY	
6	7	8	9	10	11	12
	3:00pm Batch Tapes Due 6:00pm Prelim Cutoff - Jun R2	Exception Reports 6:00pm Table Backups	6:00pm Final Cutoff Jun R2; Run Payroll	Leave Accrual Update P080 Closed Payroll Reports Distribution 6:00pm Load SFMA	Leave Reports Distribution 10:15am ACH Stops 6:00pm Post to R*STARS	
13	14	15	16	17	18	19
	Jun DataMart Avail Rcv Shuttled Reports 3:00pm W-2 Req Due	PAYDAY		6:00pm Table Backups		
20	21	22	23	24	25	26
	9:00am - 4:00 Proc Sep Emp in OSPA ( Rm 303, OSL)		P080 Open 6:00pm Table Backups	3:00pm Batch Tapes Due 6:00pm Prelim Cutoff - Jul R1	Exception Reports	
27	28	29	30	31		
	6:00pm Final Cutoff Jul R1; Run Payroll & Timesheets	Payroll Reports Distribution 6:00pm Load SFMA	Timesheet Distribution 10:15am ACH Stops 6:00pm Post to R*STARS	Rcv Shuttled Reports 3:00pm W-2 Req Due 6:00pm Table Backups		

# OSPS Processing Calendar

## August 2008

August 2008							September 2008								
S	M	T	W	T	F	S	S	M	T	W	T	F	S		
31					1	2	36	1	2	3	4	5	6		
32	3	4	5	6	7	8	37	7	8	9	10	11	12	13	
33	10	11	12	13	14	15	16	38	14	15	16	17	18	19	20
34	17	18	19	20	21	22	23	39	21	22	23	24	25	26	27
35	24	25	26	27	28	29	30	40	28	29	30				
36	31														

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					August 1	2
					PAYDAY	
3	4	5	6	7	8	9
	8:30am - 4:30 Protected Leave (Rm 303, OSL)		6:00pm Table Backups	3:00pm Batch Tapes Due 6:00pm Prelim Cutoff - Jul R2	Exception Reports	
10	11	12	13	14	15	16
	6:00pm Final Cutoff Jul R2; Run Payroll	Leave Accrual Update P080 Closed Payroll Reports Distribution 6:00pm Load SFMA	Leave Reports Distribution 10:15am ACH Stops 6:00pm Post to R*STARS	Jul DataMart Avail Rcv Shuttled Reports 3:00pm W-2 Req Due 6:00pm Table Backups	PAYDAY	
17	18	19	20	21	22	23
			P080 Open 6:00pm Table Backups	3:00pm Batch Tapes Due 6:00pm Prelim Cutoff - Aug R1	Exception Reports	
24	25	26	27	28	29	30
	6:00pm Final Cutoff Aug R1; Run Payroll & Timesheets	Payroll Reports Distribution 6:00pm Load SFMA	Timesheet Distribution 10:15am ACH Stops 6:00pm Post to R*STARS	Rcv Shuttled Reports 3:00pm W-2 Req Due 6:00pm Table Backups	PAYDAY	
31						

# OSPS Processing Calendar

## September 2008

September 2008							October 2008								
S	M	T	W	T	F	S	S	M	T	W	T	F	S		
36	1	2	3	4	5	6	40		1	2	3	4			
37	7	8	9	10	11	12	13	41	5	6	7	8	9	10	11
38	14	15	16	17	18	19	20	42	12	13	14	15	16	17	18
39	21	22	23	24	25	26	27	43	19	20	21	22	23	24	25
40	28	29	30					44	26	27	28	29	30	31	

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	September 1	2	3	4	5	6
	STATE HOLIDAY			6:00pm Table Backups	3:00pm Batch Tapes Due 6:00pm Prelim Cutoff - Aug R2	
7	8	9	10	11	12	13
	Exception Reports	6:00pm Final Cutoff Aug R2; Run Payroll	Leave Accrual Update P080 Closed Payroll Reports Distribution 6:00pm Load SFMA	Leave Reports Distribution 10:15am ACH Stops 6:00pm Post to R*STARS 6:00pm Table Backups	Aug DataMart Avail Rcv Shuttled Reports 3:00pm W-2 Req Due	
14	15	16	17	18	19	20
	PAYDAY Run Q3 Reports		8:30am - 4:30 Proc Emp Transf in OSPA (SFMS Conf Rm, DAS)	1:00pm - 4:00 OSPS Forum (Vets) 6:00pm Table Backups		
21	22	23	24	25	26	27
	P080 Open	3:00pm Batch Tapes Due 6:00pm Prelim Cutoff - Sep R1	Exception Reports 6:00pm Table Backups	6:00pm Final Cutoff Sep R1; Run Payroll & Timesheets	Payroll Reports Distribution 6:00pm Load SFMA	
28	29	30				
	Timesheet Distribution 10:15am ACH Stops 6:00pm Post to R*STARS	Rcv Shuttled Reports 3:00pm W-2 Req Due				

# OSPS Processing Calendar

## October 2008

October 2008							November 2008						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4				1				
5	6	7	8	9	10	11	2	3	4	5	6	7	8
12	13	14	15	16	17	18	9	10	11	12	13	14	15
19	20	21	22	23	24	25	16	17	18	19	20	21	22
26	27	28	29	30	31		23	24	25	26	27	28	29
							30						

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			October 1	2	3	4
			PAYDAY	6:00pm Table Backups		
5	6	7	8	9	10	11
	3:00pm Batch Tapes Due 6:00pm Prelim Cutoff - Sep R2	Exception Reports 6:00pm Table Backups	6:00pm Final Cutoff Sep R2; Run Payroll	Leave Accrual Update P080 Closed Payroll Reports Distribution 6:00pm Load SFMA	Leave Reports Distribution 10:15am ACH Stops 6:00pm Post to R*STARS	
12	13	14	15	16	17	18
	Bank Holiday-Columbus Day	Rcv Shuttled Reports Sep DataMart Avail 3:00pm W-2 Req Due	PAYDAY	6:00pm Table Backups		
19	20	21	22	23	24	25
		1:15pm - 4:15 OSPA Reports--Payroll Register (SFMS Conf Rm, DAS)	P080 Open 6:00pm Table Backups	3:00pm Batch Tapes Due 6:00pm Prelim Cutoff - Oct R1	Exception Reports	
26	27	28	29	30	31	
	6:00pm Final Cutoff Oct R1; Run Payroll & Timesheets	Payroll Reports Distribution 6:00pm Load SFMA	Timesheet Distribution 10:15am ACH Stops 6:00pm Post to R*STARS	Rcv Shuttled Reports 3:00pm W-2 Req Due 6:00pm Table Backups	PAYDAY	

# OSPS Processing Calendar

## November 2008

November 2008							December 2008						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
44						1	49	1	2	3	4	5	6
45	2	3	4	5	6	7	50	7	8	9	10	11	12
46	9	10	11	12	13	14	51	14	15	16	17	18	19
47	16	17	18	19	20	21	52	21	22	23	24	25	26
48	23	24	25	26	27	28	1	28	29	30	31		
49	30												

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						November 1
2	3	4	5	6	7	8
		9:00am - Noon OSPA Research Tools (SFMS Conf Rm, DAS)	3:00pm Batch Tapes Due 6:00pm Prelim Cutoff - Oct R2	Exception Reports 6:00pm Table Backups	6:00pm Final Cutoff Oct R2; Run Payroll	OSPA Unavailable
9	10	11	12	13	14	15
Leave Accrual Update P080 Closed Payroll Reports Distribution 6:00pm Load SFMA	STATE HOLIDAY	Leave Reports Distribution 10:15am ACH Stops 6:00pm Post to R*STARS	Oct DataMart Avail Rcv Shuttled Reports 3:00pm W-2 Req Due 6:00pm Table Backups	PAYDAY		
16	17	18	19	20	21	22
		P080 Open 1:00pm - 4:00 OSPS Forum (Vets) 6:00pm Table Backups	3:00pm Batch Tapes Due 6:00pm Prelim Cutoff - Nov R1	Exception Reports		
23	24	25	26	27	28	29
6:00pm Final Cutoff Nov R1; Run Payroll & Timesheets	Payroll Reports Distribution 6:00pm Load SFMA	Timesheet Distribution 10:15am ACH Stops 6:00pm Post to R*STARS 6:00pm Table Backups	STATE HOLIDAY	Rcv Shuttled Reports 3:00pm W-2 Req Due		
30						

# OSPS Processing Calendar

## December 2008

December 2008							January 2009						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6					1	2	3
7	8	9	10	11	12	13	4	5	6	7	8	9	10
14	15	16	17	18	19	20	11	12	13	14	15	16	17
21	22	23	24	25	26	27	18	19	20	21	22	23	24
28	29	30	31				25	26	27	28	29	30	31

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	December 1	2	3	4	5	6
	PAYDAY			6:00pm Table Backups	3:00pm Batch Tapes Due 6:00pm Prelim Cutoff - Nov R2	
7	8	9	10	11	12	13
	Exception Reports	6:00pm Final Cutoff Nov R2; Run Payroll	Leave Accrual Update P080 Closed	Leave Reports Distribution 10:15am ACH Stops	Nov DataMart Avail Rcv Shuttled Reports	
		6:00pm Load SFMA	Payroll Reports Distribution 6:00pm Post to R*STARS	6:00pm Table Backups	3:00pm W-2 Req Due 6:00pm P090 Data Removed for Oldest Year	
14	15	16	17	18	19	20
	PAYDAY	1:15pm - 4:15 Making Retroactive Entries in OSPA (SFMS Conf Rm, DAS)		P080 Open 6:00pm Table Backups	3:00pm Batch Tapes Due 6:00pm Prelim Cutoff - Dec R1	
21	22	23	24	25	26	27
	Exception Reports	6:00pm Final Cutoff Dec R1; Run Payroll & Timesheets	Payroll Reports Distribution 6:00pm Load SFMA 6:00pm Table Backups	STATE HOLIDAY	Timesheet Distribution 6:00pm Post to R*STARS	
28	29	30	31			
	Rcv Shuttled Reports	10:15am ACH Stops	3:00pm W-2 Req Due 6:00pm Table Backups			

# OSPS Processing Calendar

## January 2009

January 2009						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February 2009						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				January 1, 2009		2
				STATE HOLIDAY	PAYDAY - ACH	3
4	5	6	7	8	9	10
			3:00pm Batch Tapes Due 6:00pm Prelim Cutoff - Dec R2	Exception Reports 6:00pm Table Backups	6:00pm Final Cutoff Dec R2; Run Payroll	OSPA Unavailable
11	12	13	14	15	16	17
	Leave Accrual Update P080 Closed Payroll Reports Distribution 6:00pm Load SFMA	Leave Reports Distribution 10:15am ACH Stops 6:00pm Post to R*STARS	Dec DataMart Avail Rcv Shuttled Reports 3:00pm W-2 Req Due	PAYDAY Run Q4 Reports 6:00pm Table Backups		
18	19	20	21	22	23	24
	STATE HOLIDAY	Run 2008 W-2s	P080 Open W-2 Distrib to Agencies 6:00pm Table Backups	3:00pm Batch Tapes Due 6:00pm Prelim Cutoff - Jan R1	Exception Reports	
25	26	27	28	29	30	31
	6:00pm Final Cutoff Jan R1; Run Payroll & Timesheets	Payroll Reports Distribution 6:00pm Load SFMA	Timesheet Distribution 10:15am ACH Stops 6:00pm Post to R*STARS	Rcv Shuttled Reports 3:00pm W-2 Req Due 6:00pm Table Backups	PAYDAY W-2 Distribution Deadline	