

January, 2020

OSPS Processing Calendar

| Sunday                 | Monday  | Tuesday   | Wednesday   | Thursday   | Friday   | Saturday |
|------------------------|---|---|---|--|--|----------|
|                        |   |   | 1<br><b>NEW YEARS DAY</b><br><b>PAYDAY</b><br>State Holiday   | 2<br>ACH Processing<br>Paycheck distribution<br>Pre-note Deadline        | 3  | 4        |
| 5<br>OSPS Full Backup  | 6   | 7<br><b>Prelim Cutoff - Dec Run 2</b><br>3:00 pm Agy Interface File Due | 8<br>Exception Reports Available Available  | 9<br><b>Final Cutoff - Dec Run 2</b>                                     | 10<br>Payroll Reports Available<br>Load SFMA, ePayroll & Datamart<br>Leave Accrual Update (LARS) | 11       |
| 12<br>OSPS Full Backup | 13<br>10:15 am ACH Stops<br>Leave Reports Available<br>Post to SFMA<br>Dec Datamart Available<br>Run Qtrly Reports<br><br>OSPS Forum 2-4 pm | 14<br><b>Qtr 4 Reports Available</b>                                    | 15<br><b>PAYDAY</b><br><b>W-2 file sent to P&amp;D</b><br><b>1099 Info to OSPS</b><br>CPERS File Loaded | 16   | 17<br>Pre-note Deadline  | 18       |
| 19<br>OSPS Full Backup | 20<br><b>Martin Luther King Jr. Day</b><br><br>State Holiday  | 21  | 22  | 23<br><b>Prelim Cutoff - Jan Run 1</b><br>3:00 pm Agy Interface File Due | 24<br>Exception Reports Available Available  | 25       |
| 26<br>OSPS Full Backup | 27<br><b>Final Cutoff - Jan Run 1</b>   | 28<br>Payroll Reports Available<br>Load SFMA & ePayroll                 | 29<br>10:15 am ACH Stops<br>Post to SFMA  | 30   | 31<br><b>PAYDAY</b><br><b>W-2 and 1099 Distribution &amp; Filing Deadline</b>                    | Feb 1    |

February, 2020

OSPS Processing Calendar

| Sunday                        | Monday  | Tuesday   | Wednesday   | Thursday   | Friday   | Saturday  |
|-------------------------------|---|---|---|--|--|-----------|
|                               |   |   |   |  | PAYDAY   | 1         |
| <b>2</b><br>OSPS Full Backup  | <b>3</b><br>Pre-note Deadline                     | <b>4</b>  | <b>5</b>  | <b>6</b><br>Prelim Cutoff - Jan Run 2<br>3:00PM Agy Interface File Due   | <b>7</b><br>Exception Reports Available Available  | <b>8</b>  |
| <b>9</b><br>OSPS Full Backup  | <b>10</b><br>Final Cutoff - Jan Run 2             | <b>11</b><br>Payroll Reports Available<br>Load SFMA, ePayroll & Datamart<br>Leave Accrual Update (LARS) | <b>12</b><br>10:15AM ACH Stops<br>Leave Reports Available<br>Post to SFMA<br>Jan Datamart Available | <b>13</b><br>CPERS File Loaded   | <b>14</b><br>PAYDAY<br>Pre-note Deadline           | <b>15</b> |
| <b>16</b><br>OSPS Full Backup | <b>17</b><br>President's Day<br><br>State Holiday | <b>18</b>   | <b>19</b>   | <b>20</b><br>Prelim Cutoff - Feb Run 1<br>3:00 pm Agy Interface File Due | <b>21</b><br>Exception Reports Available Available | <b>22</b> |
| <b>23</b><br>OSPS Full Backup | <b>24</b><br>Final Cutoff - Feb Run 1             | <b>25</b><br>Payroll Reports Available<br>Load SFMA & ePayroll  | <b>26</b><br>10:15 am ACH Stops<br>Post to SFMA   | <b>27</b>  | <b>28</b><br>PAYDAY                                | <b>29</b> |

March, 2020

OSPS Processing Calendar

| Sunday                        | Monday  | Tuesday   | Wednesday  | Thursday  | Friday   | Saturday  |
|-------------------------------|---|---|--|---|--|-----------|
| <b>1</b><br>OSPS Full Backup  | <b>2</b><br>Pre-note Deadline                   | <b>3</b>  | <b>4</b>   | <b>5</b><br>Prelim Cutoff - Feb Run 2<br>3:00 pm Agy Interface File Due | <b>6</b><br>Exception Reports Available Available              | <b>7</b>  |
| <b>8</b><br>OSPS Full Backup  | <b>9</b><br>Final Cutoff - Feb Run 2            | <b>10</b><br>Payroll Reports Available<br>Load SFMA, ePayroll & Datamart<br>Leave Accrual Update (LARS) | <b>11</b><br>10:15 am ACH Stops<br>Leave Reports Available<br>Post to SFMA<br>Feb Datamart Available<br>Run Qrtrly Reports | <b>12</b><br>CPERS File Loaded<br><br>Qtr 1 Reports Available           | <b>13</b><br>PAYDAY  | <b>14</b> |
| <b>15</b><br>OSPS Full Backup | <b>16</b>                                       | <b>17</b>   | <b>18</b>  | <b>19</b><br>Pre-note Deadline  | <b>20</b>  | <b>21</b> |
| <b>22</b><br>OSPS Full Backup | <b>23</b>                                       | <b>24</b><br>Prelim Cutoff - Mar Run 1<br>3:00 pm Agy Interface File Due                                | <b>25</b><br>Exception Reports Available Available   | <b>26</b><br>Final Cutoff - Mar Run 1                                   | <b>27</b><br>Payroll Reports Available<br>Load SFMA & ePayroll | <b>28</b> |
| <b>29</b><br>OSPS Full Backup | <b>30</b><br>10:15 am ACH Stops<br>Post to SFMA | <b>31</b>   | April 1<br>PAYDAY  |   |  |           |

April, 2020

### OSPS Processing Calendar

| Sunday                 | Monday  | Tuesday  | Wednesday  | Thursday  | Friday   | Saturday |
|------------------------|---|--|--|---|--|----------|
|                        |   |  | 1<br>PAYDAY  | 2<br>Pre-note Deadline  | 3  | 4        |
| 5<br>OSPS Full Backup  | 6   | 7<br>Prelim Cutoff - Mar Run 2<br>3:00 pm Agy Interface File Due | 8<br>Exception Reports Available Available                 | 9<br>Final Cutoff - Mar Run 2                                     | 10<br>Payroll Reports Available<br>Load SFMA, ePayroll & Datamart<br>Leave Accrual Update (LARS) | 11       |
| 12<br>OSPS Full Backup | 13<br>10:15 am ACH Stops<br>Leave Reports Available<br>Post to SFMA<br>Mar Datamart Available | 14   | 15<br>PAYDAY<br>CPERS File Loaded<br><br>OSPS Forum 2-4 pm | 16  | 17   | 18       |
| 19<br>OSPS Full Backup | 20<br>Pre-note Deadline   | 21   | 22   | 23<br>Prelim Cutoff - Apr Run 1<br>3:00 pm Agy Interface File Due | 24<br>Exception Reports Available Available  | 25       |
| 26<br>OSPS Full Backup | 27<br>Final Cutoff - Apr Run 1  | 28<br>Payroll Reports Available<br>Load SFMA & ePayroll          | 29<br>10:15 am ACH Stops<br>Post to SFMA                   | 30  | May 1<br>PAYDAY  |          |

May, 2020

### OSPS Processing Calendar

| Sunday                 | Monday   | Tuesday  | Wednesday  | Thursday   | Friday                                      | Saturday |
|------------------------|--|--|--|--|---|----------|
|                        |  |  |  |  | 1<br><b>PAYDAY</b>                          | 2        |
| 3<br>OSPS Full Backup  | 4<br>Pre-note Deadline                         | 5  | 6  | 7<br><b>Prelim Cutoff - Apr Run 2</b><br>3:00 pm Agy Interface File Due  | 8<br>Exception Reports Available            | 9        |
| 10<br>OSPS Full Backup | 11<br><b>Final Cutoff - Apr Run 2</b>          | 12<br>Payroll Reports Available<br>Load SFMA, ePayroll & Datamart<br>Leave Accrual Update (LARS) | 13<br><b>10:15 am ACH Stops</b><br>Leave Reports Available<br>Post to SFMA<br>Apr Datamart Available | 14<br>CPERS File Loaded  | 15<br><b>PAYDAY</b>                         | 16       |
| 17<br>OSPS Full Backup | 18<br>Pre-note Deadline                        | 19   | 20   | 21<br><b>Prelim Cutoff - May Run 1</b><br>3:00 pm Agy Interface File Due | 22<br>Exception Reports Available Available | 23       |
| 24<br>OSPS Full Backup | 25<br><b>Memorial Day</b><br><br>State Holiday | 26<br><b>Final Cutoff - May Run 1</b>  | 27<br>Payroll Reports Available<br>Load SFMA & ePayroll  | 28<br><b>10:15 am ACH Stops</b><br>Post to SFMA                          | 29  | 30       |
| 31<br>OSPS Full Backup | 1-Jun<br><b>PAYDAY</b>                         |  |  |  |   |          |

June, 2020

OSPS Processing Calendar

| Sunday                       | Monday  | Tuesday   | Wednesday  | Thursday   | Friday  | Saturday |
|------------------------------|---|---|--|--|---|----------|
|                              | 1<br><b>PAYDAY</b>                              | 2<br>Pre-note Deadline  | 3  | 4  | 5<br><b>Prelim Cutoff - May Run 2</b><br>3:00 pm Agy Interface File Due                       | 6        |
| 7<br>OSPS<br>Full<br>Backup  | 8<br>Exception Reports Available                | 9<br><b>Final Cutoff - May Run 2</b><br>Load SFMA<br><b>*Hold SFMS Batch Cycle to pick up payroll information</b> | 10<br>Payroll Reports Available<br>Load ePayroll & Datamart<br>Leave Accrual Update (LARS)<br>Post to SFMA | 11<br><b>10:15 am ACH Stops</b><br>Leave Reports Available<br>May Datamart Available<br>Run Qrtrly Reports | 12<br>CPERS File Loaded<br><br><br><br><br><br><br><br><br><br><b>Qtr 2 reports available</b> | 13       |
| 14<br>OSPS<br>Full<br>Backup | 15<br><b>PAYDAY</b>                             | 16  | 17   | 18<br>Pre-note Deadline  | 19  | 20       |
| 21<br>OSPS<br>Full<br>Backup | 22  | 23<br><b>Prelim Cutoff - Jun Run 1</b><br>3:00 pm Agy Interface File Due  | 24<br>Exception Reports Available  | 25<br><b>Final Cutoff - Jun Run 1</b>  | 26<br>Payroll Reports Available<br>Load SFMA & ePayroll                                       | 27       |
| 28<br>OSPS<br>Full<br>Backup | 29<br><b>10:15 am ACH Stops</b><br>Post to SFMA | 30  | 1-Jul<br><b>PAYDAY</b>   |  |   |          |

July, 2020

OSPS Processing Calendar

| Sunday                 | Monday   | Tuesday   | Wednesday  | Thursday  | Friday   | Saturday                |
|------------------------|--|---|--|---|--|-------------------------|
|                        |  |   | 1<br><b>PAYDAY</b><br>Pre-note Deadline                                  | 2   | 3<br><b>Independence Day (Observed)</b><br><br>State Holiday                                     | 4<br><b>4th of July</b> |
| 5<br>OSPS Full Backup  | 6  | 7<br><b>Prelim Cutoff - Jun Run 2</b><br>3:00 pm Agy Interface File Due | 8<br>Exception Reports Available   | 9<br><b>Final Cutoff - Jun Run 2</b>                                      | 10<br>Payroll Reports Available<br>Load SFMA, ePayroll & Datamart<br>Leave Accrual Update (LARS) | 11                      |
| 12<br>OSPS Full Backup | 13<br><b>10:15 am ACH Stops</b><br>Leave Reports Available<br>Post to SFMA<br>Jun Datamart Available | 14  | 15<br><b>PAYDAY</b><br>CPERS File Loaded<br><br><b>OSPS Forum 2-4 pm</b> | 16  | 17   | 18                      |
| 19<br>OSPS Full Backup | 20<br>Pre-note Deadline  | 21  | 22   | 23<br><b>Prelim Cutoff - July Run 1</b><br>3:00 pm Agy Interface File Due | 24<br>Exception Reports Available Available  | 25                      |
| 26<br>OSPS Full Backup | 27<br><b>Final Cutoff - Jul Run 1</b>  | 28<br>Payroll Reports Available<br>Load SFMA & ePayroll                 | 29<br><b>10:15 am ACH Stops</b><br>Post to SFMA                          | 30  | 31<br><b>PAYDAY</b>  |                         |

August, 2020

OSPS Processing Calendar

| Sunday                 | Monday  | Tuesday  | Wednesday   | Thursday   | Friday                                   | Saturday |
|------------------------|---|--|---|--|--|----------|
|                        |   |  |   |  |  | 1        |
| 2<br>OSPS Full Backup  | 3<br>Pre-note Deadline  | 4  | 5   | 6<br>Prelim Cutoff - Jul Run 2<br>3:00 pm Agy Interface File Due | 7<br>Exception Reports Available         | 8        |
| 9<br>OSPS Full Backup  | 10<br>Final Cutoff - Jul Run 2                                    | 11<br>Payroll Reports Available<br>Load SFMA, ePayroll & Datamart<br>Leave Accrual Update (LARS) | 12<br>10:15 am ACH Stops<br>Leave Reports Available<br>Post to SFMA<br>Jul Datamart Available | 13<br>CPERS File Loaded  | 14<br>PAYDAY                             | 15       |
| 16<br>OSPS Full Backup | 17  | 18   | 19<br>Pre-note Deadline   | 20   | 21                                       | 22       |
| 23<br>OSPS Full Backup | 24<br>Prelim Cutoff - Aug Run 1<br>3:00 pm Agy Interface File Due | 25<br>Exception Reports Available  | 26<br>Final Cutoff - Aug Run 1  | 27<br>Payroll Reports Available<br>Load SFMA & ePayroll          | 28<br>10:15 am ACH Stops<br>Post to SFMA | 29       |
| 30<br>OSPS Full Backup | 31  | 1-Sep<br>PAYDAY  |   |  |  |          |



September, 2020

### OSPS Processing Calendar

| Sunday                       | Monday  | Tuesday   | Wednesday  | Thursday   | Friday   | Saturday |
|------------------------------|---|---|--|--|--|----------|
|                              |   | 1<br><b>PAYDAY</b><br>Pre-note Deadline         | 2  | 3  | 4<br><b>Prelim Cutoff - Aug Run 2</b><br>3:00 pm Agy Interface File Due  | 5        |
| 6<br>OSPS<br>Full<br>Backup  | 7<br><b>Labor Day</b><br><br>State Holiday              | 8<br>Exception Reports Available                | 9<br><b>Final Cutoff - Aug Run 2</b>                                     | 10<br>Payroll Reports Available<br>Load SFMA, ePayroll & Datamart<br>Leave Accrual Update (LARS) | 11<br><b>10:15 am ACH Stops</b><br>Leave Reports Available<br>Post to SFMA<br>Aug Datamart Available<br>Run Qrtrly Reports | 12       |
| 13<br>OSPS<br>Full<br>Backup | 14<br><br><b>Qtr 3 reports available</b>                | 15<br><b>PAYDAY</b>                             | 16<br>CPERS File Loaded  | 17   | 18<br>Pre-note Deadline  | 19       |
| 20<br>OSPS<br>Full<br>Backup | 21  | 22  | 23<br><b>Prelim Cutoff - Sep Run 1</b><br>3:00 pm Agy Interface File Due | 24<br>Exception Reports Available  | 25<br><b>Final Cutoff - Sep Run 1</b>  | 26       |
| 27<br>OSPS<br>Full<br>Backup | 28<br>Payroll Reports Available<br>Load SFMA & ePayroll | 29<br><b>10:15 am ACH Stops</b><br>Post to SFMA | 30   | 1-Oct<br><b>PAYDAY</b>   |  |          |

October, 2020

OSPS Processing Calendar

| Sunday                 | Monday  | Tuesday   | Wednesday  | Thursday  | Friday                            | Saturday |
|------------------------|---|---|--|---|-----------------------------------|----------|
|                        |   |   |  | 1<br>PAYDAY   | 2<br>Pre-note Deadline            | 3        |
| 4<br>OSPS Full Backup  | 5   | 6   | 7<br>Prelim Cutoff - Sep Run 2<br>3:00 pm Agy Interface File Due | 8<br>Exception Reports Available                                  | 9<br>Final Cutoff - Sep Run 2     | 10       |
| 11<br>OSPS Full Backup | 12<br>Columbus Day (bank holiday)<br>Payroll Reports Available<br>Load SFMA, ePayroll & Datamart<br>Leave Accrual Update (LARS) | 13<br>10:15 am ACH Stops<br>Leave Reports Available<br>Post to SFMA<br>Sep Datamart Available | 14<br>CPERS File Loaded<br><br>OSPS Form 2-4 pm                  | 15<br>PAYDAY  | 16                                | 17       |
| 18<br>OSPS Full Backup | 19<br>Pre-note Deadline   | 20  | 21   | 22<br>Prelim Cutoff - Oct Run 1<br>3:00 pm Agy Interface File Due | 23<br>Exception Reports Available | 24       |
| 25<br>OSPS Full Backup | 26<br>Final Cutoff - Oct Run 1  | 27<br>Payroll Reports Available<br>Load SFMA & ePayroll                                       | 28<br>10:15 am ACH Stops<br>Post to SFMA                         | 29  | 30<br>PAYDAY<br>Pre-note Deadline | 31       |

November, 2020

### OSPS Processing Calendar

| Sunday                 | Monday  | Tuesday   | Wednesday  | Thursday  | Friday   | Saturday |
|------------------------|---|---|--|---|--|----------|
| 1<br>OSPS Full Backup  | 2   | 3   | 4<br>Prelim Cutoff - Oct Run 2<br>3:00 pm Agy Interface File Due | 5<br>Exception Reports Available                                  | 6<br>Final Cutoff - Oct Run 2  | 7        |
| 8<br>OSPS Full Backup  | 9<br>Payroll Reports Available<br>Load SFMA, ePayroll & Datamart<br>Leave Accrual Update (LARS) | 10<br>10:15 am ACH Stops<br>Leave Reports Available<br>Post to SFMA<br>Oct Datamart Available | 11<br>Veteran's Day<br>CPERS File Loaded<br>State Holiday        | 12  | 13<br>PAYDAY   | 14       |
| 15<br>OSPS Full Backup | 16<br>Pre-note Deadline   | 17  | 18   | 19<br>Prelim Cutoff - Nov Run 1<br>3:00 pm Agy Interface File Due | 20<br>Exception Reports Available  | 21       |
| 22<br>OSPS Full Backup | 23<br>Final Cutoff - Nov Run 1  | 24<br>Payroll Reports Available<br>Load SFMA & ePayroll                                       | 25<br>10:15 am ACH Stops<br>Post to SFMA                         | 26<br>Thanksgiving Day<br>State Holiday                           | 27<br>Day After Thanksgiving<br>State Employee Holiday<br>Not Bank Holiday | 28       |
| 29<br>OSPS Full Backup | 30  | 1-Dec<br>PAYDAY   |  |   |  |          |

December, 2020

### OSPS Processing Calendar

| Sunday                 | Monday  | Tuesday   | Wednesday  | Thursday   | Friday   | Saturday                             |
|------------------------|---|---|--|--|--|--------------------------------------|
|                        |   | 1<br>PAYDAY   | 2<br>Pre-note Deadline   | 3  | 4  | 5                                    |
| 6<br>OSPS Full Backup  | 7<br><b>Prelim Cutoff - Nov Run 2</b><br>3:00 pm Agy Interface File Due | 8<br>Exception Reports Available                        | 9<br><b>Final Cutoff - Nov Run 2</b>                                     | 10<br>Payroll Reports Available<br>Load SFMA, ePayroll & Datamart<br>Leave Accrual Update (LARS) | 11<br><b>10:15 am ACH Stops</b><br>Leave Reports Available<br>Post to SFMA<br>Nov Datamart Available | 12                                   |
| 13<br>OSPS Full Backup | 14  | 15<br>PAYDAY  | 16<br>CPERS File Loaded  | 17   | 18<br>Pre-note Deadline  | 19                                   |
| 20<br>OSPS Full Backup | 21  | 22  | 23<br><b>Prelim Cutoff - Dec Run 1</b><br>3:00 pm Agy Interface File Due | 24<br>Exception Reports Available  | 25<br><b>Christmas Day</b><br><br>State Holiday  | 26<br><small>Seth's Birthday</small> |
| 27<br>OSPS Full Backup | 28<br><b>Final Cutoff - Dec Run 1</b>                                   | 29<br>Payroll Reports Available<br>Load SFMA & ePayroll | 30<br><b>10:15 am ACH Stops</b><br>Post to SFMA                          | 31   | 1-Jan<br><b>NEW YEARS DAY</b><br>PAYDAY<br><br>State Holiday   |                                      |

January, 2021

OSPS Processing Calendar

| Sunday                       | Monday  | Tuesday  | Wednesday   | Thursday   | Friday  | Saturday |
|------------------------------|---|--|---|--|---|----------|
|                              |   |  |   |  | 1<br><b>NEW YEARS DAY</b><br>PAYDAY<br>State Holiday              | 2        |
| 3<br>OSPS<br>Full<br>Backup  | 4<br>Pre-note Deadline<br>Paycheck distribution<br>ACH Processing | 5  | 6   | 7<br>Prelim Cutoff - Dec Run 2<br>3:00 pm Agy Interface File Due | 8<br>Exception Reports Available                                  | 9        |
| 10<br>OSPS<br>Full<br>Backup | 11<br>Final Cutoff - Dec Run 2                                    | 12<br>Payroll Reports Available<br>Load SFMA, ePayroll & Datamart<br>Leave Accrual Update (LARS) | 13<br>10:15 am ACH Stops<br>Leave Reports Available<br>Post to SFMA<br>Dec Datamart Available<br>Run Quarterly Reports<br>W-2 file sent to P&D<br>1099 Info to OSPS | 14<br>CPERS File Loaded<br><br>Qtr 4 Reports Available           | 15<br>PAYDAY  | 16       |
| 17<br>OSPS<br>Full<br>Backup | 18<br>Martin Luther<br>King Day<br><br>State Holiday              | 19<br>Pre-note Deadline  | 20<br><br>OSPS Forum 2-4 pm   | 21   | 22<br>Prelim Cutoff - Jan Run 1<br>3:00 pm Agy Interface File Due | 23       |
| 24<br>OSPS<br>Full<br>Backup | 25<br>Exception Reports Available                                 | 26<br>Final Cutoff - Jan Run 1   | 27<br>Payroll Reports Available<br>Load SFMA & ePayroll   | 28<br>10:15 am ACH Stops<br>Post to SFMA                         | 29  | 30       |
| 31<br>OSPS<br>Full<br>Backup | 1-Feb<br>PAYDAY   |  |   |  |   |          |