

January, 2021

OSPS Processing Calendar

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

February, 2021

OSPS Processing Calendar

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

March, 2021

OSPS Processing Calendar

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

April, 2021

OSPS Processing Calendar

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

May, 2021

OSPS Processing Calendar

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

June, 2021

OSPS Processing Calendar

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

July, 2021

OSPS Processing Calendar

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

August, 2021

OSPS Processing Calendar

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

September, 2021

OSPS Processing Calendar

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

October, 2021

OSPS Processing Calendar

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

November, 2021

OSPS Processing Calendar

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

December, 2021

OSPS Processing Calendar

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

January, 2022

OSPS Processing Calendar

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