

January, 2022

OSPS Processing Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					31 New Years Holiday (observed)	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 Aggy Interface File Due	25 Exception Reports Available	26 Final Cutoff - Jan Run 1	27 Payroll Reports Available Load SFMA, ePayroll & Datamart	28 9:15 am ACH Stops	29
30 OSPS Full Backup	31					

February, 2022

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

March, 2022

OSPS Processing Calendar

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

April, 2022

OSPS Processing Calendar

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

May, 2022

OSPS Processing Calendar

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

















