

December, 2023

Workday Processing Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 PAYDAY	2
3	4 Pre-note Deadline	5	6 5pm BT Deadline for Run 2	7 NOON Agy Interface File Due	8 Exception reports Time submit and approve Cutoff	9
10	11 Complete Retro November - Run 2 No Daily Check Processing WD PROCESSING - ALL DAY	12 Send ACH file 9:15am Load SFMA Load Datamart No Daily Check Processing	13 Post to SFMA	14 Nov Retro Datamart Available	15 PAYDAY Pre-note Deadline	16
17	18	19	20 5pm BT Deadline for Run 1	21 NOON Agy Interface File Due	22 Exception reports Time submit and approve Cutoff	23
24	25 Christmas Day (Observed) State Holiday	26 Close December- Run 1 No Daily Check Processing WD PROCESSING - ALL DAY	27 Send ACH file Load SFMA Load Datamart No Daily Check Processing	28 Post to SFMA Pre-note Deadline	29 Dec Datamart Available	30

January, 2024

Workday Processing Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	1 NEW YEARS DAY (Observed) State Holiday	2 PAYDAY	3 5pm BT Deadline for Run 2	4 NOON Agy Interface File Due	5 Exception reports Time submit and approve Cutoff	6
7	8 Complete Retro December - Run 2 No Daily Check Processing WD PROCESSING - ALL DAY	9 Send ACH file 9:15am Load SFMA Load Datamart No Daily Check Processing	10 Post to SFMA	11 Dec Retro Datamart Available	12 PAYDAY	13
14	15 Martin Luther King Day State Holiday	16	17	18 Pre-note Deadline	19	20
21	22	23 5pm BT Deadline for Run 1	24 NOON Agy Interface File Due	25 Exception reports Time submit and approve Cutoff	26 Close January - Run 1 No Daily Check Processing WD PROCESSING - ALL DAY	27
28	29 Send ACH file 9:15am Load SFMA Load Datamart No Daily Check Processing	30 Post to SFMA	31 Jan Datamart Available			

February, 2024

Workday Processing Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 PAYDAY Pre-note Deadline	2	3
4	5	6 5pm BT Deadline for Run 2	7 NOON Agy Interface File Due	8 Exception reports Time submit and approve Cutoff	9 Complete Retro January Run 2 No Daily Check Processing WD PROCESSING - ALL DAY	10
11	12 Send ACH file 9:15am Load SFMA Load Datamart No Daily Check Processing	13 Post to SFMA	14 Jan Retro Datamart Available	15 PAYDAY Pre-note Deadline	16	17
18	19 President's Day State Holiday	20	21 5pm BT Deadline for Run 1	22 NOON Agy Interface File Due	23 Exception reports Time submit and approve Cutoff	24
25	26 Close February - Run 1 No Daily Check Processing WD PROCESSING - ALL DAY	27 Send ACH file 9:15am Load SFMA Load Datamart No Daily Check Processing	28 Post to SFMA	29 Feb Datamart Available Pre-note Deadline		

March, 2024

Workday Processing Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 PAYDAY	2
3	4	5	6 5pm BT Deadline for Run 2	7 NOON Agy Interface File Due	8 Exception reports Time submit and approve Cutoff	9
10	11 Complete Retro February - Run 2 No Daily Check Processing WD PROCESSING - ALL DAY	12 Send ACH file 9:15am Load SFMA Load Datamart No Daily Check Processing	13 Post to SFMA	14 Feb Retro Datamart Available	15 PAYDAY	16
17	18 Pre-note Deadline	19	20	21 5pm BT Deadline for Run 1	22 NOON Agy Interface File Due	23
24	25 Exception reports Time submit and approve Cutoff	26 Close March - Run 1 No Daily Check Processing WD PROCESSING - ALL DAY	27 Send ACH file 9:15am Load SFMA Load Datamart No Daily Check Processing	28 Post to SFMA	29 Mar Datamart Available	30
31						

April, 2024

Workday Processing Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 PAYDAY Pre-note Deadline	2	3	4 5pm BT deadline for Run 2	5 NOON Agy Interface File Due	6
7	8 Exception reports Time submit and approve Cutoff	9 Complete Retro March - Run 2 No Daily Check Processing WD PROCESSING - ALL DAY	10 Send ACH file 9:15am Load SFMA Load Datamart No Daily Check Processing	11 Post to SFMA	12 Mar Retro Datamart Available	13
14	15 PAYDAY	16	17 Pre-note Deadline	18	19	20
21	22 5pm BT Deadline for Run 1	23 NOON Agy Interface File Due	24 Exception reports Time submit and approve Cutoff	25 Close April - Run 1 No Daily Check Processing WD PROCESSING - ALL DAY	26 Send ACH file 9:15am Load SFMA Load Datamart No Daily Check Processing	27
28	29 Post to SFMA	30 Apr Datamart Available				

May, 2024

Workday Processing Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 PAYDAY Pre-note Deadline	2	3	4
5	6 5pm BT Deadline for Run 2	7 NOON Agy Interface File Due	8 Exception reports Time submit and approve Cutoff	9 Complete Retro April - Run 2 No Daily Check Processing WD PROCESSING - ALL DAY	10 Send ACH file 9:15am Load SFMA *Hold SFMA batch cycle to pick up payroll information No Daily Check Processing Load Datamart	11
12	13 Post to SFMA	14 Apr Retro Datamart Available	15 PAYDAY	16 Pre-note Deadline	17	18
19	20	21 5pm BT Deadline for Run 1	22 NOON Agy Interface File Due	23 Exception reports Time submit and approve Cutoff	24 Close May - Run 1 No Daily Check Processing WD PROCESSING - ALL DAY	25
26	27 Memorial Day State Holiday	28 Send ACH file 9:15am Load SFMA Load Datamart No Daily Check Processing	29 Post to SFMA	30 May Datamart Available	31 PAYDAY Pre-note Deadline	

June, 2024

Workday Processing Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5 5pm BT Deadline for Run 2	6 NOON Agy Interface File Due	7 Exception reports Time submit and approve Cutoff	8
9	10 Complete Retro May - Run 2 No Daily Check Processing WD PROCESSING - ALL DAY	11 Send ACH file 9:15am Load SFMA Load Datamart No Daily Check Processing	12 Post to SFMA	13 May Retro Datamart Available	14 PAYDAY Pre-note Deadline	15
16	17	18	19 Juneteenth Holiday State Holiday	20 5pm BT Deadline for Run 1	21 NOON Agy Interface File Due	22
23	24 Exception reports Time submit and approve Cutoff	25 Close June - Run 1 No Daily Check Processing WD PROCESSING - ALL DAY	26 Send ACH file 9:15am Load SFMA Load Datamart No Daily Check Processing	27 Post to SFMA	28 June Datamart Available Pre-note Deadline	29
30						

July, 2024

Workday Processing Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 PAYDAY	2	3 5pm BT Deadline for Run 2	4 Independence Day State Holiday	5 NOON Agy Interface File Due	6
7	8 Exception reports Time submit and approve Cutoff	9 Complete Retro June - Run 2 No Daily Check Processing WD PROCESSING - ALL DAY	10 Send ACH file 9:15am Load SFMA Load Datamart No Daily Check Processing	11 Post to SFMA	12 June Retro Datamart Available	13
14	15 PAYDAY	16	17	18 Pre-note Deadline	19	20
21	22	23 5pm BT Deadline for Run 1	24 NOON Agy Interface File Due	25 Exception reports Time submit and approve Cutoff	26 Close July - Run 1 No Daily Check Processing WD PROCESSING - ALL DAY	27
28	29 Send ACH file 9:15am Load SFMA Load Datamart No Daily Check Processing	30 Post to SFMA	31 July Datamart Available			

August, 2024

Workday Processing Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 PAYDAY Pre-note Deadline	2	3
4	5	6 5pm BT Deadline for Run 2	7 NOON Agy Interface File Due	8 Exception reports Time submit and approve Cutoff	9 Complete Retro July - Run 2 No Daily Check Processing WD PROCESSING-ALL DAY	10
11	12 Send ACH file 9:15am Load SFMA Load Datamart No Daily Check Processing	13 Post to SFMA	14 July Retro Datamart Available	15 PAYDAY	16 Pre-note Deadline	17
18	19	20	21 5pm BT Deadline for Run 1	22 NOON Agy Interface File Due	23 Exception reports Time submit and approve Cutoff	24
25	26 Close August - Run 1 No Daily Check Processing WD PROCESSING - ALL DAY	27 Send ACH file 9:15am Load SFMA Load Datamart No Daily Check Processing	28 Post to SFMA	29 Aug Datamart Available Pre-note Deadline	30 PAYDAY	31

September, 2024

Workday Processing Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 Labor Day State Holiday	3	4 5pm BT Deadline for Run 2	5 NOON Agy Interface File Due	6 Exception reports Time submit and approve Cutoff	7
8	9 Complete Retro August- Run 2 No Daily Check Processing WD PROCESSING - ALL DAY	10 Send ACH file 9:15am Load SFMA Load Datamart No Daily Check Processing	11 Post to SFMA	12 Aug Retro Datamart Available	13 PAYDAY	14
15	16	17 Pre-note Deadline	18	19	20 5pm BT Deadline for Run 1	21
22	23 NOON Agy Interface File Due	24 Exception reports Time submit and approve Cutoff	25 Close September - Run 1 No Daily Check Processing WD PROCESSING - ALL DAY	26 Send ACH file 9:15am Load SFMA Load Datamart No Daily Check Processing	27 Post to SFMA	28
29	30 Sept Datamart Available					

October, 2024

Workday Processing Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 PAYDAY Pre-note Deadline	2	3	4 5pm BT Deadline for Run 2	5
6	7 NOON Agy Interface File Due	8 Exception reports Time submit and approve Cutoff	9 Complete Retro September Run 2 No Daily Check Processing WD PROCESSING - ALL DAY	10 Send ACH file 9:15am Load SFMA Load Datamart No Daily Check Processing	11 Post to SFMA	12
13	14 Indigenous People Day (bank holiday) Sept Retro Datamart Available	15 PAYDAY	16	17	18 Pre-note Deadline	19
20	21	22	23 5pm BT Deadline for Run 1	24 NOON Agy Interface File Due	25 Exception reports Time submit and approve Cutoff	26
27	28 Close October- Run 1 No Daily Check Processing WD PROCESSING - ALL DAY	29 Send ACH file 9:15am Load SFMA Load Datamart No Daily Check Processing	30 Post to SFMA	31 Oct Datamart Available Pre-note Deadline		

November, 2024

Workday Processing Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 PAYDAY	2
3	4	5 5pm BT Deadline for Run 2	6 NOON Agy Interface File Due	7 Exception reports Time submit and approve Cutoff	8 Complete Retro October - Run 2 No Daily Check Processing WD PROCESSING - ALL DAY	9
10	11 Veteran's Day State Holiday	12 Send ACH file 9:15am Load SFMA Load Datamart No Daily Check Processing	13 Post to SFMA Pre-note Deadline	14 Oct Retro Datamart Available	15 PAYDAY	16
17	18 5pm BT Deadline for Run 1	19 NOON Agy Interface File Due	20 Exception reports Time submit and approve Cutoff	21 Close November - Run 1 No Daily Check Processing WD PROCESSING - ALL DAY	22 Send ACH file 9:15am Load SFMA Load Datamart No Daily Check Processing	23
24	25 Post to SFMA	26 Nov Datamart Available	27 Pre-note Deadline	28 Thanksgiving Day State Holiday	29 Day After Thanksgiving PAYDAY State Employee Holiday NOI BANK HOLIDAY	30

December, 2024

Workday Processing Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
			5pm BT Deadline for Run 2	NOON Agy Interface File Due	Exception reports Time submit and approve Cutoff	
8	9	10	11	12	13	14
	Complete Retro November - Run 2 No Daily Check Processing WD PROCESSING - ALL DAY	Send ACH file 9:15am Load SFMA Load Datamart No Daily Check Processing	Post to SFMA	Nov Retro Datamart Available	PAYDAY	
15	16	17	18	19	20	21
		Pre-note Deadline			5pm BT Deadline for Run 1	
22	23	24	25	26	27	28
	NOON Agy Interface File Due	Exception reports Time submit and approve Cutoff	Christmas Day (Observed) State Holiday	Close December- Run 1 No Daily Check Processing WD PROCESSING - ALL DAY	Send ACH file Load SFMA Load Datamart No Daily Check Processing	
29	30	31				
	Post to SFMA Pre-note Deadline No Daily Check Processing	Dec Datamart Available No Daily Check Processing				

January, 2025

Workday Processing Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 NEW YEARS DAY (Observed) State Holiday	2 PAYDAY	3	4
5	6 5pm BT Deadline for Run 2	7 NOON Agy Interface File Due	8 Exception reports Time submit and approve Cutoff	9 Complete Retro December - Run 2 No Daily Check Processing WD PROCESSING - ALL DAY	10 Send ACH file 9:15am Load SFMA Load Datamart No Daily Check Processing	11
12	13 Post to SFMA	14 Dec Retro Datamart Available	15 PAYDAY	16 Pre-note Deadline	17	18
19	20 Martin Luther King Day State Holiday	21	22 5pm BT Deadline for Run 1	23 NOON Agy Interface File Due	24 Exception reports Time submit and approve Cutoff	25
26	27 Close January - Run 1 No Daily Check Processing WD PROCESSING - ALL DAY	28 Send ACH file 9:15am Load SFMA Load Datamart No Daily Check Processing	29 Post to SFMA	30 Jan Datamart Available	31 PAYDAY	