

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

March, 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 -Feb Run 2 3:00 pm Aggy Interface File Due	8 Exception Reports Available	9 Final Cutoff - Feb 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 Feb Datamart Available Run Qrtrly Reports	12
13 OSPS Full Backup	14 Qtr 1 Reports Available	15 PAYDAY OSPS Forum 2-3 pm	16 CPERS File Loaded	17	18	19
20 OSPS Full Backup	21 Pre-note Deadline	22	23	24 Prelim cutoff - March Run 1 3 pm Agy Interface File Due	25 Exception Reports Available	26
27 OSPS Full Backup	28 Final Cutoff - March Run 1	29 Payroll Reports Available Load SFMA & ePayroll	30 9:15 am ACH Stops Post to SFMA	31	1-Apr PAYDAY	

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  1-May	<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>

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			

June, 2022

### OSPS Processing Calendar

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

July, 2022

OSPS Processing Calendar

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

August, 2022

OSPS Processing Calendar

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



September, 2022

OSPS Processing Calendar

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

October, 2022

OSPS Processing Calendar

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

November, 2022

OSPS Processing Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	31-Oct	1 <b>PAYDAY</b> Pre-note Deadline  1PM Payroll Partner Stand up	2	3	4 <b>Prelim Cutoff - Oct Run 2</b> 3:00 pm Agy Interface File Due	5
6 OSPS Full Backup	7 Exception Reports Available	8 <b>Final Cutoff - Oct Run 2</b> Load SFMA  1PM Payroll Partner Stand up	9 Payroll Reports Available Load ePayroll & Datamart Leave Accrual Update (LARS) Post SFMA  Outdate P030 to 11/30/22	10 <b>9:15 am ACH Stops</b> Leave Reports Available  Oct. Datamart Available	11 <b>Veteran's Day</b>  CPERS File Loaded  State Holiday	12
13 OSPS Full Backup	14	15 <b>PAYDAY</b>  1PM Payroll Partner Stand up	16 Pre-note Deadline	17	18	19
20 OSPS Full Backup	21 <b>Prelim Cutoff - Nov Run 1</b> 3:00 pm Agy Interface File Due	22 Exception Reports Available  1PM Payroll Partner Stand up	23 <b>Final Cutoff - Nov Run 1</b>  OSPA non-cash entries for TY 2022	24 <b>Thanksgiving Day</b>  State Holiday	25 <b>Day After Thanksgiving</b>  State Employee Holiday Not Bank Holiday	26
27 OSPS Full Backup	28 Payroll Reports Available Load SFMA & ePayroll	29 <b>9:15 am ACH Stops</b> Post to SFMA  1PM Payroll Partner Stand up	30 Turn off PEBB interface Inactivate EEs in ePayroll Update PEBB rates Last day for ACH return/reject - for ongoing EEs Turn off WD interface Workday stops feed to ePayroll Outdate all P050 and P070 with all 9's and Remove any Dec time for ongoing Ees	1-Dec <b>PAYDAY</b>  11/30/22 or before		



January, 2023

OSPS Processing Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 OSPS Full Backup	2 <b>NEW YEARS DAY (Observed)</b> State Holiday	3	4	5	6 Update Workday with EE address - W-2	7
8 OSPS Full Backup	9	10 Payroll Reports Available Datamart Leave Accrual Update (LARS)	11 Leave Reports Available Post to SFMA Dec Datamart Available Run Quarterly Reports for terms and <b>W-2 file sent to P&amp;D</b> <b>1099 Info to OSPS</b>	12 Qtr 4 Reports Available	13	14
15 OSPS Full Backup	16 <b>Martin Luther King Day</b> State Holiday	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1-Feb			