

January, 2022

OSPS Processing Calendar

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

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

July, 2022

OSPS Processing Calendar

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	5	6	7 <b>Prelim Cutoff - Jun Run 2</b> 3:00 pm Agy Interface File Due	8 Exception Reports Available	9
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 <b>PAYDAY</b>	2 Pre-note Deadline	3	4	5 <b>Prelim Cutoff - Jul Run 2</b> 3:00 pm Agy Interface File Due	6
7 OSPS Full Backup	8 Exception Reports Available	9 <b>Final Cutoff - Jul 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 Jul Datamart Available	12 CPERS File Loaded	13
14 OSPS Full Backup	15 <b>PAYDAY</b>	16  <b>OSPS Forum 2-3 pm</b>	17	18	19 Pre-note Deadline	20
21 OSPS Full Backup	22	23	24 <b>Prelim Cutoff - Aug Run 1</b> 3:00 pm Agy Interface File Due	25 Exception Reports Available	26 <b>Final Cutoff - Aug Run 1</b>	27
28 OSPS Full Backup	29 Payroll Reports Available Load SFMA & ePayroll	30 <b>9:15 am ACH Stops</b> Post to SFMA	31	1-Sep <b>PAYDAY</b>		



September, 2022

OSPS Processing Calendar

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