

December, 2022

Workday Processing Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			30-Nov	1 PAYDAY - OSPA	2	3
<p>ALL DECEMBER TERMS AND RETIREMENTS WILL BE PAID OUT OF OSPA. ANY PAYROLL ACTIVITY FOR ONGOING EMPLOYEES MUST BE DONE IN WORKDAY FOR THE DECEMBER PAY PERIOD</p> <p>8:30am DAILY Payroll Partner morning stand up, see TEAMS invite 2:30pm DAILY Payroll Partner afternoon stand up, see TEAMS invite</p>						
4	5	6	7 Prelim Cutoff - Nov Run 2, OSPA	8	9 Final Cutoff - Nov Run 2, OSPA	10
11	12	13	14	15 PAYDAY - OSPA	16	17
18	19 Pre-note Deadline	20	21	22 NOON Agy Interface File Due	23 Dec Final R1 for terms and retirements - OSPA Workday-exception reports	24 OSPA BLACKOUT
25 OSPA BLACKOUT	26 Christmas Day (Observed) State Holiday OSPA BLACKOUT	27 Close December - Run 1 Load SFMA Load Datamart WD BLACKOUT - ALL DAY OSPA BLACKOUT	28 Send ACH file Post to SFMA Dec Datamart Available OSPA BLACKOUT	29 OSPA BLACKOUT	30 OSPA BLACKOUT	31 OSPA BLACKOUT

January, 2023

Workday Processing Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 PAYDAY - Workday, checks	2 NEW YEARS DAY (Observed) State Holiday	3 PAYDAY-Workday, ACH	4	5 NOON Agy Interface File Due	6 Exception reports	7
8	9 Complete Retro December - Run 2 WD BLACKOUT - starting at noon	10 Load SFMA Load Datamart	11 Send ACH file Post to SFMA Dec Retro Datamart Available	12	13 PAYDAY	14
15	16 Martin Luther King Day State Holiday	17	18	19	20	21
22	23	24 NOON Agy Interface File Due	25 Exception reports	26 Close January - Run 1 WD BLACKOUT - starting at noon	27 Load SFMA Load Datamart	28
29	30 Send ACH file Post to SFMA Jan Datamart Available	31				

February, 2023

Workday Processing Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 PAYDAY	2	3	4
5	6	7 NOON Agy Interface File Due	8 Exception reports	9 Complete Retro January Run 2	10 Load SFMA Load Datamart	11
12	13 Send ACH file Post to SFMA Jan Retro Datamart Available	14	15 PAYDAY	16	17	18
19	20 President's Day State Holiday	21 NOON Agy Interface File Due	22 Exception reports	23 Close February - Run 1 WD BLACKOUT - starting at noon	24 Load SFMA Load Datamart	25
26	27 Send ACH file Post to SFMA Feb Datamart Available	28				

March, 2023

Workday Processing Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 PAYDAY	2	3	4
5	6	7 NOON Agy Interface File Due	8 Exception reports	9 Complete Retro February - Run 2	10 Load SFMA Load Datamart	11
12	13 Send ACH file Post to SFMA Feb Retro Datamart Available	14	15 PAYDAY	16	17	18
19	20	21	22	23 NOON Agy Interface File Due	24 Exception reports	25
26	27 Close March - Run 1	28 Load SFMA Load Datamart	29 Send ACH file Post to SFMA Mar Datamart Available	30	31 PAYDAY	

April, 2023

Workday Processing Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6 NOON Agy Interface File Due	7 Exception reports	8
9	10 Complete Retro March - Run 2	11 Load SFMA Load Datamart	12 Send ACH file Post to SFMA Mar Retro Datamart Available	13	14 PAYDAY	15
16	17	18	19	20	21 NOON Agy Interface File Due	22
23	24 Exception reports	25 Close April - Run 1	26 Load SFMA Load Datamart	27 Send ACH file Post to SFMA Apr Datamart Available	28	29

May, 2023

Workday Processing Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30	1 PAYDAY	2	3	4	5 NOON Agy Interface File Due	6
7	8 Exception reports	9 Complete Retro April - Run 2 Load SFMA *Hold SFMA batch cycle to pick up payroll information	10 Load Datamart Post to SFMA	11 Send ACH file Apr Retro Datamart Available	12	13
14	15 PAYDAY	16	17	18	19	20
21	22	23 NOON Agy Interface File Due	24 Exception reports	25 Close May - Run 1	26 Load SFMA Load Datamart	27
28	29 Memorial Day State Holiday	30 Send ACH file Post to SFMA May Datamart Available	31			

June, 2023

Workday Processing Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 PAYDAY	2	3
4	5	6	7 NOON Agy Interface File Due	8 Exception reports	9 Complete Retro May - Run 2	10
11	12 Load SFMA Load Datamart	13 Send ACH file Post to SFMA May Retro Datamart Available	14	15 PAYDAY	16	17
18	19 Juneteenth Holiday State Holiday	20	21	22 NOON Agy Interface File Due	23 Exception reports	24
25	26 Close June - Run 1	27 Load SFMA Load Datamart	28 Send ACH file Post to SFMA June Datamart Available	29	30 PAYDAY	

July, 2023

Workday Processing Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4 Independence Day State Holiday	5	6 NOON Agy Interface File Due	7 Exception reports	8
9	10 Complete Retro June - Run 2	11 Load SFMA Load Datamart	12 Send ACH file Post to SFMA June Retro Datamart Available	13	14 PAYDAY	15
16	17	18	19	20	21	22
23	24 NOON Agy Interface File Due	25 Exception reports	26 Close July - Run 1	27 Load SFMA Load Datamart	28 Send ACH file Post to SFMA July Datamart Available	29

August, 2023

Workday Processing Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30	31	1	2	3	4	5
		PAYDAY				
6	7	8	9	10	11	12
	NOON Agy Interface File Due	Exception reports	Complete Retro July - Run 2	Load SFMA Load Datamart	Send ACH file Post to SFMA July Retro Datamart Available	
13	14	15	16	17	18	19
		PAYDAY				
20	21	22	23	24	25	26
				NOON Agy Interface File Due	Exception reports	
27	28	29	30	31		
	Close August - Run 1	Load SFMA Load Datamart	Send ACH file Post to SFMA Aug Datamart Available			

September, 2023

Workday Processing Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 PAYDAY	2
3	4 Labor Day State Holiday	5	6	7 NOON Agy Interface File Due	8 Exception reports	9
10	11 Complete Retro August- Run 2	12 Load SFMA Load Datamart	13 Send ACH file Post to SFMA Aug Retro Datamart Available	14	15 PAYDAY	16
17	18	19	20	21 NOON Agy Interface File Due	22 Exception reports	23
24	25 Close September - Run 1	26 Load SFMA Load Datamart	27 Send ACH file Post to SFMA Sept Datamart Available	28	29 PAYDAY	30

October, 2023

Workday Processing Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5 NOON Agy Interface File Due	6 Exception reports	7
8	9 Columbus Day (bank holiday) Complete Retro September Run 2	10 Load SFMA Load Datamart	11 Send ACH file Post to SFMA Sept Retro Datamart Available	12	13 PAYDAY	14
15	16	17	18	19	20	21
22	23	24 NOON Agy Interface File Due	25 Exception reports	26 Close October- Run 1	27 Load SFMA Load Datamart	28
29	30 Send ACH file Post to SFMA Oct Datamart Available	31				

November, 2023

Workday Processing Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 PAYDAY	2	3	4
5	6 NOON Agy Interface File Due	7 Exception reports	8 Complete Retro October - Run 2	9 Load SFMA Load Datamart	10 Veteran's Day State Holiday	11
12	13 Send ACH file Post to SFMA Oct Retro Datamart Available	14	15 PAYDAY	16	17	18
19	20	21 NOON Agy Interface File Due	22 Exception reports	23 Thanksgiving Day State Holiday	24 Day After Thanksgiving State Employee Holiday Not Bank Holiday	25
26	27 Close November - Run 1	28 Load SFMA Load Datamart	29 Send ACH file Post to SFMA Nov Datamart Available	30		

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Workday Processing Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 PAYDAY	2
3	4	5	6	7 NOON Agy Interface File Due	8 Exception reports	9
10	11 Complete Retro November - Run 2	12 Load SFMA Load Datamart	13 Send ACH file Post to SFMA Nov Retro Datamart Available	14	15 PAYDAY	16
17	18	19	20	21 NOON Agy Interface File Due	22 Exception reports	23
24	25 Christmas Day (Observed) State Holiday	26 Close December- Run 1	27 Load SFMA Load Datamart	28 Send ACH file Post to SFMA Dec Datamart Available	29	30

January, 2024

Workday Processing Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
31	1	2	3	4	5	6
	NEW YEARS DAY (Observed) State Holiday	PAYDAY		NOON Agy Interface File Due	Exception reports	
7	8	9	10	11	12	13
	Complete Retro December - Run 2	Load SFMA Load Datamart	Send ACH file Post to SFMA Dec Retro Datamart Available		PAYDAY	
14	15	16	17	18	19	20
	Martin Luther King Day State Holiday					
21	22	23	24	25	26	27
			NOON Agy Interface File Due	Exception reports	Close January - Run 1	
28	29	30	31			
	Load SFMA Load Datamart	Send ACH file Post to SFMA Jan Datamart Available				