

December, 2022

**Workday Processing Calendar**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			30-Nov	1 PAYDAY - OSPA	2	3
<p><b>ALL DECEMBER TERMS AND RETIREMENTS WILL BE PAID OUT OF OSPA.</b>  <b>ANY PAYROLL ACTIVITY FOR ONGOING EMPLOYEES MUST BE DONE IN WORKDAY FOR THE DECEMBER PAY PERIOD</b></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 WD BLACKOUT - ALL DAY OSPA BLACKOUT	28 Send ACH file 9:15am Load SFMA Load Datamart OSPA BLACKOUT	29 Post to SFMA Dec Datamart Available OSPA BLACKOUT	30 Pre-note Deadline OSPA BLACKOUT	31 OSPA BLACKOUT

January, 2023

Workday Processing Calendar

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

February, 2023

Workday Processing Calendar

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

March, 2023

Workday Processing Calendar

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

April, 2023

Workday Processing Calendar

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

May, 2023

Workday Processing Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30	1 PAYDAY	2 Pre-note Deadline	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 April - Run 2 Send ACH file 9:15am Load SFMA *Hold SFMA batch cycle to pick up payroll information  No Daily Check Processing WD PROCESSING -ALL DAY	10 Load Datamart Post to SFMA  No Daily Check Processing	11 Apr Retro Datamart Available	12	13
14	15 PAYDAY	16	17	18 Pre-note Deadline	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 May - 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 Memorial Day  State Holiday	30 Post to SFMA May Datamart Available	31			

June, 2023

Workday Processing Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 PAYDAY	2 Pre-note Deadline	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 May - 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 May Retro Datamart Available	14	15 PAYDAY	16 Pre-note Deadline	17
18	19 Juneteenth Holiday  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 June - 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 June Datamart Available	29	30 PAYDAY Pre-note Deadline	

July, 2023

Workday Processing Calendar

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



August, 2023

Workday Processing Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30	31	1 PAYDAY	2 Pre-note Deadline	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 July - Run 2  No Daily Check Processing  <b>WD PROCESSING-ALL DAY</b>	10 Send ACH file 9:15am Load SFMA Load Datamart  No Daily Check Processing	11 Post to SFMA July Retro Datamart Available	12
13	14	15 PAYDAY	16	17	18	19
20	21 Pre-note Deadline	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 August - Run 1  No Daily Check Processing  <b>WD PROCESSING - ALL DAY</b>	29 Send ACH file 9:15am Load SFMA Load Datamart  No Daily Check Processing	30 Post to SFMA Aug Datamart Available	31		

September, 2023

### Workday Processing Calendar

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

October, 2023

Workday Processing Calendar

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

November, 2023

### Workday Processing Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 <b>PAYDAY</b> Pre-note Deadline	2	3 5pm BT Deadline for Run 2	4
5	6 NOON Agy Interface File Due	7 Exception reports <b>Time submit and approve Cutoff</b>	8 Complete Retro October - Run 2  No Daily Check Processing  <b>WD PROCESSING - ALL DAY</b>	9 Send ACH file 9:15am Load SFMA Load Datamart  No Daily Check Processing	10 <b>Veteran's Day</b>  State Holiday	11
12	13 Post to SFMA Oct Retro Datamart Available	14	15 <b>PAYDAY</b>	16 Pre-note Deadline	17	18
19	20 5pm BT Deadline for Run 1	21 NOON Agy Interface File Due	22 Exception reports <b>Time submit and approve Cutoff</b>	23 <b>Thanksgiving Day</b>  State Holiday	24 <b>Day After Thanksgiving</b>  State Employee Holiday Not Bank Holiday	25
26	27 Close November - Run 1  No Daily Check Processing  <b>WD PROCESSING -ALL DAY</b>	28 Send ACH file 9:15am Load SFMA Load Datamart No Daily Check Processing	29 Post to SFMA Nov Datamart Available	30		

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  <b>WD PROCESSING - ALL DAY</b>	12 Send ACH file 9:15am Load SFMA Load Datamart No Daily Check Processing	13 Post to SFMA Nov Retro Datamart Available	14	15 PAYDAY	16
17	18 Pre-note Deadline	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 <b>Christmas Day (Observed)</b>  State Holiday	26 Close December- Run 1  No Daily Check Processing  <b>WD PROCESSING - ALL DAY</b>	27 Send ACH file Load SFMA Load Datamart No Daily Check Processing	28 Post to SFMA Dec Datamart Available	29 Pre-note Deadline	30

January, 2024

Workday Processing Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
31	1 <b>NEW YEARS DAY (Observed)</b>  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 <b>WD PROCESSING - ALL DAY</b>	9 Send ACH file 9:15am Load SFMA Load Datamart No Daily Check Processing	10 Post to SFMA Dec Retro Datamart Available	11	12 PAYDAY	13
14	15 <b>Martin Luther King Day</b>  State Holiday	16	17	18	19 Pre-note Deadline	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 <b>WD PROCESSING - ALL DAY</b>	27
28	29 Send ACH file 9:15am Load SFMA Load Datamart  No Daily Check Processing	30 Post to SFMA Jan Datamart Available	31			