

OSPS Processing Calendar

January 2010

January 2010							February 2010						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2							
3	4	5	6	7	8	9	7	8	9	10	11	12	13
10	11	12	13	14	15	16	14	15	16	17	18	19	20
17	18	19	20	21	22	23	21	22	23	24	25	26	27
24	25	26	27	28	29	30	28						
31													

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					January 1, 2010	2
					STATE HOLIDAY	
3	4	5	6	7	8	9
	PAYDAY - ACH		6:00pm Table Backups	3:00pm Batch Tapes Due 6:00pm Prelim Cutoff - Dec R2	Exception Reports	
10	11	12	13	14	15	16
	6:00pm Final Cutoff Dec R2; Run Payroll	Leave Accrual Update P080 Closed Reports Distribution 6:00pm Load SFMA	Leave Reports Distribution 10:15am ACH Stops 6:00pm Post to R*STARS	1099 Info to OSPS Dec DataMart Avail Rcv Shuttled Reports 3:00pm W-2 Req Due 6:00pm Table Backups	PAYDAY Run Q4 Reports	
17	18	19	20	21	22	23
	STATE HOLIDAY	Run 2009 W-2s		P080 Open W-2 Distrib to Agencies 6:00pm Table Backups	3:00pm Batch Tapes Due 6:00pm Prelim Cutoff - Jan R1	
24	25	26	27	28	29	30
	Exception Reports	6:00pm Final Cutoff Jan R1; Run Payroll & Timesheets	Rprts & Timesheet Distrib 6:00pm Load SFMA	10:15am ACH Stops 6:00pm Post to R*STARS 6:00pm Table Backups	Rcv Shuttled Reports W-2 Distribution Deadline 3:00pm W-2 Req Due	
31						

OSPS Processing Calendar

February 2010

February 2010							March 2010						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
7	8	9	10	11	12	13	7	8	9	10	11	12	13
14	15	16	17	18	19	20	14	15	16	17	18	19	20
21	22	23	24	25	26	27	21	22	23	24	25	26	27
28							28	29	30	31			

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	February 1	2	3	4	5	6
	PAYDAY		6:00pm Table Backups	3:00pm Batch Tapes Due 3:00pm W-2 Req Due 6:00pm Prelim Cutoff - Jan R2	Exception Reports	
7	8	9	10	11	12	13
	6:00pm Final Cutoff Jan R2; Run Payroll	Leave Accrual Update P080 Closed Reports Distribution 6:00pm Load SFMA	Leave Reports Distribution 10:15am ACH Stops 6:00pm Post to R*STARS	Jan DataMart Avail 3:00pm W-2 Req Due 6:00pm Table Backups	PAYDAY Rcv Shuttled Reports	
14	15	16	17	18	19	20
	STATE HOLIDAY			P080 Open 3:00pm W-2 Req Due 6:00pm Table Backups	3:00pm Batch Tapes Due 6:00pm Prelim Cutoff Feb R1	
21	22	23	24	25	26	27
	Exception Reports	6:00pm Final Cutoff Feb R1; Run Payroll & Timesheets	Rprts & Timesheet Distrib 6:00pm Load SFMA	10:15am ACH Stops 3:00pm W-2 Req Due 6:00pm Post to R*STARS 6:00pm Table Backups	Rcv Shuttled Reports	
28						

OSPS Processing Calendar

March 2010

March 2010							April 2010						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
7	8	9	10	11	12	13	4	5	6	7	8	9	10
14	15	16	17	18	19	20	11	12	13	14	15	16	17
21	22	23	24	25	26	27	18	19	20	21	22	23	24
28	29	30	31				25	26	27	28	29	30	

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	March 1	2	3	4	5	6
	PAYDAY			3:00pm W-2 Req Due 6:00pm Table Backups	3:00pm Batch Tapes Due 6:00pm Prelim Cutoff -Feb R2	
7	8	9	10	11	12	13
	Exception Reports	6:00pm Final Cutoff Feb R2; Run Payroll	Leave Accrual Update P080 Closed Reports Distribution 6:00pm Load SFMA	Leave Reports Distribution 10:15am ACH Stops 3:00pm W-2 Req Due 6:00pm Post to R*STARS 6:00pm Table Backups	Feb DataMart Avail Rcv Shuttled Reports Run Q1 Reports	
14	15	16	17	18	19	20
	PAYDAY Run Q2 Reports		1:00pm - 4:00 OSPS Forum (General Services Bldg)	3:00pm W-2 Req Due 6:00pm Table Backups	FURLOUGH DAY	
21	22	23	24	25	26	27
		P080 Open	3:00pm Batch Tapes Due 6:00pm Prelim Cutoff Mar R1	Exception Reports 3:00pm W-2 Req Due 6:00pm Table Backups	6:00pm Final Cutoff Mar R1; Run Payroll & Timesheets	OSPA Unavailable
28	29	30	31			
	Rprts & Timesheet Distrib 6:00pm Load SFMA	10:15am ACH Stops 6:00pm Post to R*STARS	Rcv Shuttled Reports			

OSPS Processing Calendar

April 2010

April 2010							May 2010						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3							1
4	5	6	7	8	9	10	2	3	4	5	6	7	8
11	12	13	14	15	16	17	9	10	11	12	13	14	15
18	19	20	21	22	23	24	16	17	18	19	20	21	22
25	26	27	28	29	30		23	24	25	26	27	28	29
							30	31					

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				April 1	2	3
				PAYDAY	3:00pm W-2 Req Due	
				3:00pm W-2 Req Due 6:00pm Table Backups		
4	5	6	7	8	9	10
	3:00pm W-2 Req Due	3:00pm W-2 Req Due	3:00pm Batch Tapes Due 3:00pm W-2 Req Due 6:00pm Prelim Cutoff - Mar R2	Exception Reports 3:00pm W-2 Req Due 6:00pm Table Backups	3:00pm W-2 Req Due 6:00pm Final Cutoff Mar R2; Run Payroll	OSPA Unavailable
11	12	13	14	15	16	17
	Leave Accrual Update P080 Closed Reports Distribution 3:00pm W-2 Req Due 6:00pm Load SFMA	Leave Reports Distribution 6:00am Post to R*STARS 10:15am ACH Stops 3:00pm W-2 Req Due	Mar DataMart Avail Rcv Shuttled Reports 3:00pm W-2 Req Due	PAYDAY 3:00pm W-2 Req Due 6:00pm Table Backups	FURLOUGH DAY	
18	19	20	21	22	23	24
			P080 Open 6:00pm Table Backups	3:00pm Batch Tapes Due 6:00pm Prelim Cutoff Apr R1	Exception Reports	
25	26	27	28	29	30	
	6:00pm Final Cutoff Apr R1; Run Payroll & Timesheets	Rpts & Timesheet Distrib 6:00pm Load SFMA	10:15am ACH Stops 6:00pm Post to R*STARS	Rcv Shuttled Reports 3:00pm W-2 Req due 6:00pm Table Backups	PAYDAY	

OSPS Processing Calendar

May 2010

May 2010							June 2010						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1			1	2	3	4	5
2	3	4	5	6	7	8	6	7	8	9	10	11	12
9	10	11	12	13	14	15	13	14	15	16	17	18	19
16	17	18	19	20	21	22	20	21	22	23	24	25	26
23	24	25	26	27	28	29	27	28	29	30			
30	31												

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						May 1
2	3	4	5	6	7	8
			6:00pm Table Backups	6:00am Prelim Cutoff - Apr R2 3:00pm Batch Tapes Due	Exception Reports	
9	10	11	12	13	14	15
	6:00pm Final Cutoff Apr R2; Run Payroll	Leave Accrual Update P080 Closed Reports Distribution 6:00pm Load SFMA	Leave Reports Distribution 10:15am ACH Stops 6:00pm Post to R*STARS	Apr DataMart Avail Rcv Shuttled Reports 3:00pm W-2 Req due 6:00pm Table Backups	PAYDAY	
16	17	18	19	20	21	22
				P080 Open 3:00pm Batch Tapes Due 6:00pm Table Backups	6:00pm Prelim Cutoff May R1	
23	24	25	26	27	28	29
	Exception Reports	6:00pm Final Cutoff May R1; Run Payroll & Timesheets	Rprts & Timesheet Distrib 6:00pm Load SFMA	10:15am ACH Stops 6:00pm Post to R*STARS 6:00pm Table Backups	Stale-dated Report Out 3:00pm W-2 Req due	
30	31					
	STATE HOLIDAY					

OSPS Processing Calendar

June 2010

June 2010							July 2010						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
6	7	8	9	10	11	12	4	5	6	7	8	9	10
13	14	15	16	17	18	19	11	12	13	14	15	16	17
20	21	22	23	24	25	26	18	19	20	21	22	23	24
27	28	29	30				25	26	27	28	29	30	31

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		June 1	2	3	4	5
		PAYDAY Rcv Shuttled Reports		1:00pm - 4:00 OSPS Forum (General Services Bldg) 6:00pm Table Backups		
6	7	8	9	10	11	12
	3:00pm Batch Tapes Due 6:00pm Prelim Cutoff - May R2	Exception Reports 6:00pm Table Backups	6:00pm Final Cutoff May R2; Run Payroll	Leave Accrual Update P080 Closed Reports Distribution 6:00pm Load SFMA	Leave Reports Distribution 10:15am ACH Stops 6:00pm Post to R*STARS	
13	14	15	16	17	18	19
	May DataMart Avail Rcv Shuttled Reports 3:00pm W-2 Req due	PAYDAY Run Q2 Reports		6:00pm Table Backups	FURLOUGH DAY	
20	21	22	23	24	25	26
		P080 Open	3:00pm Batch Tapes Due 6:00pm Prelim Cutoff Jun R1	Exception Reports 6:00pm Table Backups	6:00pm Final Cutoff Jun R1; Run Payroll & Timesheets	OSPA Unavailable
27	28	29	30			
	Rprts & Timesheet Distrib 6:00pm Load SFMA	10:15am ACH Stops 6:00pm Post to R*STARS	Rcv Shuttled Reports 3:00pm W-2 Req due			

OSPS Processing Calendar

July 2010

July 2010							August 2010						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3	1	2	3	4	5	6	7
4	5	6	7	8	9	10	8	9	10	11	12	13	14
11	12	13	14	15	16	17	15	16	17	18	19	20	21
18	19	20	21	22	23	24	22	23	24	25	26	27	28
25	26	27	28	29	30	31	29	30	31				

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				July 1	2	3
				PAYDAY 6:00pm Table Backups		
4	STATE HOLIDAY	6	3:00pm Batch Tapes Due 6:00pm Prelim Cutoff - Jun R2	Exception Reports 6:00pm Table Backups	6:00pm Final Cutoff Jun R2; Run Payroll	OSPA Unavailable
11	Leave Accrual Update P080 Closed Reports Distribution 6:00pm Load SFMA	Leave Reports Distribution 10:15am ACH Stops 6:00pm Post to R*STARS	Jun DataMart Avail Rcv Shuttled Reports 3:00pm W-2 Req due	PAYDAY 6:00pm Table Backups	16	17
18		20	P080 Open 6:00pm Table Backups	3:00pm 3:00pm Batch Tapes Due 6:00pm Prelim Cutoff Jul R1	Exception Reports	24
25	6:00pm Final Cutoff Jul R1; Run Payroll & Timesheets	Rpts & Timesheet Distrib 6:00pm Load SFMA	10:15am ACH Stops 6:00pm Post to R*STARS	Rcv Shuttled Reports 3:00pm W-2 Req due 6:00pm Table Backups	PAYDAY	31

OSPS Processing Calendar

August 2010

August 2010							September 2010						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7	5	6	7	8	9	10	11
8	9	10	11	12	13	14	12	13	14	15	16	17	18
15	16	17	18	19	20	21	19	20	21	22	23	24	25
22	23	24	25	26	27	28	26	27	28	29	30		
29	30	31											

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
August 1	2	3	4	5	6	7
			6:00pm Table Backups	3:00pm Batch Tapes Due 6:00pm Prelim Cutoff - Jul R2	Exception Reports	
8	9	10	11	12	13	14
	6:00pm Final Cutoff Jul R2; Run Payroll	Leave Accrual Update P080 Closed Reports Distribution 6:00pm Load SFMA	Leave Reports Distribution 10:15am ACH Stops 6:00pm Post to R*STARS	Jul DataMart Avail Rcv Shuttled Reports 3:00pm W-2 Req due 6:00pm Table Backups	PAYDAY	
15	16	17	18	19	20	21
				6:00pm Table Backups	FURLOUGH DAY	
22	23	24	25	26	27	28
	P080 Open	3:00pm Batch Tapes Due 6:00pm Prelim Cutoff Aug R1	Exception Reports 6:00pm Table Backups	6:00pm Final Cutoff Aug R1; Run Payroll & Timesheets	Rprts & Timesheet Distrib 6:00pm Load SFMA	
29	30	31				
	10:15am ACH Stops 6:00pm Post to R*STARS	Rcv Shuttled Reports 3:00pm W-2 Req due				

OSPS Processing Calendar

September 2010

September 2010							October 2010						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
5	6	7	8	9	10	11	3	4	5	6	7	8	9
12	13	14	15	16	17	18	10	11	12	13	14	15	16
19	20	21	22	23	24	25	17	18	19	20	21	22	23
26	27	28	29	30			24	25	26	27	28	29	30
							31						

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			September 1	2	3	4
			PAYDAY	6:00pm Table Backups		
5	6	7	8	9	10	11
	STATE HOLIDAY	3:00pm Batch Tapes Due 6:00pm Prelim Cutoff - Aug R2	Exception Reports 6:00pm Table Backups	6:00pm Final Cutoff Aug R2; Run Payroll	Leave Accrual Update P080 Closed Reports Distribution 6:00pm Load SFMA	
12	13	14	15	16	17	18
	Leave Reports Distribution 10:15am ACH Stops 6:00pm Post to R*STARS	Aug DataMart Avail Due Diligence Deadline Rcv Shuttled Reports 3:00pm W-2 Req due	PAYDAY Run Q3 Reports	6:00pm Table Backups	FURLOUGH DAY	
19	20	21	22	23	24	25
			P080 Open 6:00pm Table Backups	3:00pm Batch Tapes Due 6:00pm Prelim Cutoff Sep R1	Exception Reports	
26	27	28	29	30		
	6:00pm Final Cutoff Sep R1; Run Payroll & Timesheets	Rpts & Timesheet Distrib 6:00pm Load SFMA	Last Day-State Rewrites 10:15am ACH Stops 6:00pm Post to R*STARS	Rcv Shuttled Reports 3:00pm W-2 Req due 6:00pm Table Backups		

OSPS Processing Calendar

October 2010

October 2010							November 2010						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2		1	2	3	4	5	6
3	4	5	6	7	8	9	7	8	9	10	11	12	13
10	11	12	13	14	15	16	14	15	16	17	18	19	20
17	18	19	20	21	22	23	21	22	23	24	25	26	27
24	25	26	27	28	29	30	28	29	30				
31													

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					October 1	2
					PAYDAY	
3	4	5	6	7	8	9
			6:00pm Table Backups	3:00pm Batch Tapes Due 6:00pm Prelim Cutoff - Sep R2	Exception Reports	OSPA Unavailable
10	11	12	13	14	15	16
	Bank Holiday - Columbus Day 6:00pm Final Cutoff Sep R2; Run Payroll	Leave Accrual Update P080 Closed Reports Distribution 6:00pm Load SFMA	Leave Reports Distribution 10:15am ACH Stops 6:00pm Post to R*STARS	Rcv Shuttled Reports Sep DataMart Avail 3:00pm W-2 Req due 6:00pm Table Backups	PAYDAY	
17	18	19	20	21	22	23
		1:00pm - 4:00 OSPS Forum (General Services Bldg)		P080 Open 6:00pm Table Backups	3:00pm Batch Tapes Due 6:00pm Prelim Cutoff Oct R1	
24	25	26	27	28	29	30
	Exception Reports	6:00pm Final Cutoff Oct R1; Run Payroll & Timesheets	Rprts & Timesheet Distrib 6:00pm Load SFMA	10:15am ACH Stops 6:00pm Post to R*STARS 6:00pm Table Backups	Rcv Shuttled Reports 3:00pm W-2 Req due	
31						

OSPS Processing Calendar

November 2010

November 2010							December 2010						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6		6	7	8	9	10	11
7	8	9	10	11	12	13	12	13	14	15	16	17	18
14	15	16	17	18	19	20	19	20	21	22	23	24	25
21	22	23	24	25	26	27	26	27	28	29	30	31	
28	29	30											

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	November 1	2	3	4	5	6
	PAYDAY		6:00pm Table Backups	3:00pm Batch Tapes Due 6:00pm Prelim Cutoff - Oct R2	Exception Reports	
7	8	9	10	11	12	13
	6:00pm Final Cutoff Oct R2; Run Payroll	Leave Accrual Update P080 Closed Reports Distribution 6:00pm Load SFMA	Leave Reports Distribution 10:15am ACH Stops 6:00pm Post to R*STARS 6:00pm Table Backups	STATE HOLIDAY	Oct DataMart Avail Rcv Shuttled Reports 3:00pm W-2 Req Due	
14	15	16	17	18	19	20
	PAYDAY			P080 Open 6:00pm Table Backups	3:30pm Batch Tapes Due 6:00pm Prelim Cutoff Nov R1	
21	22	23	24	25	26	27
	Exception Reports	6:00pm Final Cutoff Nov R1; Run Payroll & Timesheets	Rprts & Timesheet Distrib 6:00pm Load SFMA 6:00pm Table Backups	STATE HOLIDAY	FURLOUGH DAY	
28	29	30				
	10:15am ACH Stops 6:00pm Post to R*STARS	Rcv Shuttled Reports 3:00pm W-2 Req due				

OSPS Processing Calendar

December 2010

December 2010							January 2011						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
5	6	7	8	9	10	11	2	3	4	5	6	7	8
12	13	14	15	16	17	18	9	10	11	12	13	14	15
19	20	21	22	23	24	25	16	17	18	19	20	21	22
26	27	28	29	30	31		23	24	25	26	27	28	29
							30	31					

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			December 1	2	3	4
			PAYDAY	6:00pm Table Backups		
5	6	7	8	9	10	11
		3:00pm Batch Tapes Due 6:00pm Prelim Cutoff - Nov R2	Exception Reports 6:00pm Table Backups	6:00pm Final Cutoff Nov R2; Run Payroll	Leave Accrual Update P080 Closed Reports Distribution 6:00pm Load SFMA	
12	13	14	15	16	17	18
	Leave Reports Distribution 10:15am ACH Stops 6:00pm Post to R*STARS	Nov DataMart Avail Rcv Shuttled Reports 3:00pm W-2 Req due	PAYDAY	6:00pm Table Backups	1:00pm - 4:00 OSPS Forum (General Services Bldg)	
19	20	21	22	23	24	25
		P080 Open	3:00pm Batch Tapes Due 6:00pm Prelim Cutoff Dec R1	Exception Reports 6:00pm Table Backups	STATE HOLIDAY	
26	27	28	29	30	31	
	6:00pm Final Cutoff Dec R1; Run Payroll & Timesheets	Rpts & Timesheet Distrib 6:00pm Load SFMA	10:15am ACH Stops 6:00pm Post to R*STARS	3:00pm W-2 Req due 6:00pm Table Backups	STATE HOLIDAY	

OSPS Processing Calendar

January 2011

January 2011							February 2011						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1			1	2	3	4	5
2	3	4	5	6	7	8	6	7	8	9	10	11	12
9	10	11	12	13	14	15	13	14	15	16	17	18	19
16	17	18	19	20	21	22	20	21	22	23	24	25	26
23	24	25	26	27	28	29	27	28					
30	31												

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						January 1, 2011
2	3	4	5	6	7	8
	PAYDAY - ACH Rcv Shuttled Reports		6:00pm Table Backups	3:00pm Batch Tapes Due 6:00pm Prelim Cutoff - Dec R2	Exception Reports	
9	10	11	12	13	14	15
	6:00pm Final Cutoff Dec R2; Run Payroll	Leave Accrual Update P080 Closed Reports Distribution 6:00pm Load SFMA	Leave Reports Distribution 10:15am ACH Stops 6:00pm Post to R*STARS	Dec DataMart Avail Rcv Shuttled Reports 3:00pm W-2 Req due 6:00pm Table Backups	1099 Info to OSPS PAYDAY	
16	17	18	19	20	21	22
	STATE HOLIDAY	6:00pm Run 2010 W-2s		W-2 Distrib to Agencies 6:00pm Table Backups	P080 Open	
23	24	25	26	27	28	29
	3:00pm Batch Tapes Due 6:00pm Prelim Cutoff Jan R1	Exception Reports	6:00pm Final Cutoff Jan R1; Run Payroll & Timesheets	Rprts & Timesheet Distrib 6:00pm Load SFMA 6:00pm Table Backups	1099 Distrib Deadline W-2 Distrib Deadline 10:15am ACH Stops 6:00pm Post to R*STARS	
30	31					
	W-2 Distribution Deadline 3:00pm W-2 Req due					