

December, 2023

### Workday Processing Calendar

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

January, 2024

### Workday Processing Calendar

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

February, 2024

### Workday Processing Calendar

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

March, 2024

Workday Processing Calendar

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

April, 2024

### Workday Processing Calendar

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

May, 2024

Workday Processing Calendar

| Sunday | Monday   | Tuesday   | Wednesday  | Thursday   | Friday   | Saturday |
|--------|--|---|--|--|--|----------|
|        |  |   | 1<br>PAYDAY<br>Pre-note Deadline                         | 2  | 3  | 4        |
| 5      | 6<br>5pm BT Deadline for Run 2                 | 7<br>NOON Agy Interface File Due  | 8<br>Exception reports<br>Time submit and approve Cutoff | 9<br>Complete Retro April - Run 2<br><br>No Daily Check Processing<br><b>WD PROCESSING - ALL DAY</b> | 10<br>Send ACH file 9:15am<br>Load SFMA<br>*Hold SFMA batch cycle to pick up payroll information<br>No Daily Check Processing<br>Load Datamart | 11       |
| 12     | 13<br>Post to SFMA                             | 14<br>Apr Retro Datamart Available  | 15<br>PAYDAY   | 16<br>Pre-note Deadline  | 17   | 18       |
| 19     | 20   | 21<br>5pm BT Deadline for Run 1   | 22<br>NOON Agy Interface File Due                        | 23<br>Exception reports<br>Time submit and approve Cutoff  | 24<br>Close May - Run 1<br><br>No Daily Check Processing<br><b>WD PROCESSING - ALL DAY</b>   | 25       |
| 26     | 27<br><b>Memorial Day</b><br><br>State Holiday | 28<br>Send ACH file 9:15am<br>Load SFMA<br>Load Datamart<br><br>No Daily Check Processing | 29<br>Post to SFMA                                       | 30<br>May Datamart Available   | 31<br>PAYDAY<br>Pre-note Deadline  |          |

June, 2024

Workday Processing Calendar

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

July, 2024

### Workday Processing Calendar

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



August, 2024

### Workday Processing Calendar

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

September, 2024

### Workday Processing Calendar

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

October, 2024

Workday Processing Calendar

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

November, 2024

### Workday Processing Calendar

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

December, 2024

### Workday Processing Calendar

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

January, 2025

Workday Processing Calendar

| Sunday | Monday  | Tuesday  | Wednesday  | Thursday  | Friday  | Saturday |
|--------|---|--|--|---|---|----------|
|        |   |  | 1<br><b>NEW YEARS DAY (Observed)</b><br>State Holiday    | 2<br>PAYDAY   | 3   | 4        |
| 5      | 6<br>5pm BT Deadline for Run 2  | 7<br>NOON Agy Interface File Due   | 8<br>Exception reports<br>Time submit and approve Cutoff | 9<br>Complete Retro December - Run 2<br>No Daily Check Processing<br><b>WD PROCESSING - ALL DAY</b> | 10<br>Send ACH file 9:15am<br>Load SFMA<br>Load Datamart<br>No Daily Check Processing | 11       |
| 12     | 13<br>Post to SFMA  | 14<br>Dec Retro Datamart Available   | 15<br>PAYDAY   | 16<br>Pre-note Deadline   | 17  | 18       |
| 19     | 20<br><b>Martin Luther King Day</b><br>State Holiday                                      | 21   | 22<br>5pm BT Deadline for Run 1                          | 23<br>NOON Agy Interface File Due   | 24<br>Exception reports<br>Time submit and approve Cutoff                             | 25       |
| 26     | 1<br>Close January - Run 1<br>No Daily Check Processing<br><b>WD PROCESSING - ALL DAY</b> | 2<br>Send ACH file 9:15am<br>Load SFMA<br>Load Datamart<br>No Daily Check Processing | 3<br>Post to SFMA  | 4<br>Jan Datamart Available   | 5<br>PAYDAY   |          |