

OPRS PAYROLL OPERATIONS

PeopleSoft Group 2

2015 Time Entry Schedule

Time & Labor								Payroll				
Pay Period	Date		Time Entry Deadline	Corrections & Approvals Deadline	TIME ADMINISTRATION			Presheet Audit	HR / Benefits cutoff	Payroll Processing	Certify Payroll	Check Date
1	14-Dec	27-Dec	29-Dec	30-Dec	18-Dec	Thru	30-Dec	29-Dec	30-Dec	31-Dec	2-Jan	9-Jan
2	28-Dec	10-Jan	13-Jan	14-Jan	2-Jan	Thru	14-Jan	13-Jan	14-Jan	15-Jan	16-Jan	23-Jan
3	11-Jan	24-Jan	27-Jan	28-Jan	15-Jan	Thru	28-Jan	27-Jan	28-Jan	29-Jan	30-Jan	6-Feb
4	25-Jan	7-Feb	10-Feb	11-Feb	29-Jan	Thru	11-Feb	10-Feb	11-Feb	12-Feb	13-Feb	20-Feb
5	8-Feb	21-Feb	24-Feb	25-Feb	12-Feb	Thru	25-Feb	24-Feb	25-Feb	26-Feb	27-Feb	6-Mar
6	22-Feb	7-Mar	10-Mar	11-Mar	27-Feb	Thru	11-Mar	10-Mar	11-Mar	12-Mar	13-Mar	20-Mar
7	8-Mar	21-Mar	24-Mar	25-Mar	12-Mar	Thru	25-Mar	24-Mar	25-Mar	26-Mar	27-Mar	3-Apr
8	22-Mar	4-Apr	7-Apr	8-Apr	26-Mar	Thru	8-Apr	7-Apr	8-Apr	9-Apr	10-Apr	17-Apr
9	5-Apr	18-Apr	21-Apr	22-Apr	9-Apr	Thru	22-Apr	21-Apr	22-Apr	23-Apr	24-Apr	1-May
10	19-Apr	2-May	5-May	6-May	23-Apr	Thru	6-May	5-May	6-May	7-May	8-May	15-May
11	3-May	16-May	19-May	20-May	7-May	Thru	20-May	19-May	20-May	21-May	22-May	29-May
12	17-May	30-May	2-Jun	3-Jun	21-May	Thru	3-Jun	2-Jun	3-Jun	4-Jun	5-Jun	12-Jun
13	31-May	13-Jun	16-Jun	17-Jun	4-Jun	Thru	17-Jun	16-Jun	17-Jun	18-Jun	19-Jun	26-Jun
14	14-Jun	27-Jun	29-Jun	30-Jun	18-Jun	Thru	30-Jun	29-Jun	30-Jun	1-Jul	2-Jul	10-Jul
15	28-Jun	11-Jul	14-Jul	15-Jul	2-Jul	Thru	15-Jul	14-Jul	15-Jul	16-Jul	17-Jul	24-Jul
16	12-Jul	25-Jul	28-Jul	29-Jul	16-Jul	Thru	29-Jul	28-Jul	29-Jul	30-Jul	31-Jul	7-Aug
17	26-Jul	8-Aug	11-Aug	12-Aug	30-Jul	Thru	12-Aug	11-Aug	12-Aug	13-Aug	14-Aug	21-Aug
18	9-Aug	22-Aug	25-Aug	26-Aug	13-Aug	Thru	26-Aug	25-Aug	26-Aug	27-Aug	28-Aug	4-Sep
19	23-Aug	5-Sep	8-Sep	9-Sep	27-Aug	Thru	9-Sep	8-Sep	9-Sep	10-Sep	11-Sep	18-Sep
20	6-Sep	19-Sep	22-Sep	23-Sep	10-Sep	Thru	23-Sep	22-Sep	23-Sep	24-Sep	25-Sep	2-Oct
21	20-Sep	3-Oct	6-Oct	7-Oct	24-Sep	Thru	7-Oct	6-Oct	7-Oct	8-Oct	9-Oct	16-Oct
22	4-Oct	17-Oct	20-Oct	21-Oct	8-Oct	Thru	21-Oct	20-Oct	21-Oct	22-Oct	23-Oct	30-Oct
23	18-Oct	31-Oct	3-Nov	4-Nov	22-Oct	Thru	4-Nov	3-Nov	4-Nov	5-Nov	6-Nov	13-Nov
24	1-Nov	14-Nov	17-Nov	18-Nov	5-Nov	Thru	18-Nov	17-Nov	18-Nov	19-Nov	20-Nov	27-Nov
25	15-Nov	28-Nov	1-Dec	2-Dec	19-Nov	Thru	2-Dec	1-Dec	2-Dec	3-Dec	4-Dec	11-Dec
26	29-Nov	12-Dec	14-Dec	15-Dec	3-Dec	Thru	15-Dec	14-Dec	15-Dec	16-Dec	17-Dec	24-Dec