

# Payroll/Off Cycle Processing Schedule - F/Y 2021/2022

## PEOPLESFT

### JULY 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 2PM - OFF TL Entries 3PM-4:30 - OFF Edits  <b>OFF Confirm</b>	2 TL- APRV	3
4	5 <b>HOLIDAY Independence Day</b>	6 <b>Issue OFF Warrants</b> M07 Paysheets Available EX HRLY LOAD* TL- APRV AM - APRV	7 TL- APRV AM - APRV	8 TL- APRV AM - APRV	9 TL - APRV,LOAD AM - APRV	10
11	12 TL- APRV AM - APRV	13 <b>Pre-Calc1 M07</b> AM - MORNING LOAD  TL - APRV,LOAD	14 <b>Pre-Calc2 M07</b>  <b>Review Payroll Reports</b>	15 <b>Final Calc M07</b>  <b>Review Payroll Reports</b>	16 <b>Confirm M07</b>  <b>Review Payroll Reports</b>	17
18	19	20	21	22	23	24
25	26	27	28	29 <b>Payroll Pick-up</b>	30 <b>Issue M07</b>	31

Off Cycles calculation processes begin at 2:00pm. **Edits** to be completed from 3pm - 4:30pm.

Final Calc and Off Confirm dates have a 5pm system cutoff for all entries (including TL & AM).

\*Exception Hourly Schedules Loaded

**District Days: 8**

**County Days: 9**

# Payroll/Off Cycle Processing Schedule - F/Y 2021/2022

## PEOPLESFT

### AUGUST 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3 2PM - OFF TL Entries 3PM-4:30 - OFF Edits  <b>OFF Confirm</b>	4 TL- APRV	5 <b>Issue OFF Warrants</b> <b>M08 Paysheets Available</b> EX HRLY LOAD* TL- APRV AM - APRV	6 TL- APRV, LOAD AM - APRV	7
8	9 TL- APRV AM - APRV	10 TL- APRV AM - APRV	11 TL- APRV AM - APRV	12 <b>Pre-Calc1 M08</b> AM - MORNING LOAD  TL - APRV,LOAD	13 <b>Pre-Calc2 M08</b>  <b>Review Payroll Reports</b> TL - APRV,LOAD	14
15	16 <b>Final Calc M08</b>  <b>Review Payroll Reports</b> TL - APRV,LOAD	17 <b>Confirm M08</b>  <b>Review Payroll Reports</b>	18	19	20	21
22	23	24	25	26	27	28
29	30 <b>Payroll Pick-up</b>	31 <b>Issue M08</b>	1			

Off Cycles calculation processes begin at 2:00pm. **Edits** to be completed from 3pm - 4:30pm.  
 Final Calc and Off Confirm dates have a 5pm system cutoff for all entries (including TL & AM).  
 \*Exception Hourly Schedules Loaded

**District Days: 8**  
**County Days: 9**

# Payroll/Off Cycle Processing Schedule - F/Y 2021/2022

PEOPLESFT

SEPTEMBER 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			<div style="border: 1px solid black; padding: 2px; width: fit-content;">1</div> 2PM - OFF TL Entries 3PM-4:30 - OFF Edits  OFF Confirm	<div style="border: 1px solid black; padding: 2px; width: fit-content;">2</div> TL- APRV	<div style="border: 1px solid black; padding: 2px; width: fit-content;">3</div> Issue OFF Warrants M09 Paysheets Available EX HRLY LOAD* TL- APRV, LOAD AM - APRV	<div style="border: 1px solid black; padding: 2px; width: fit-content;">4</div>
<div style="border: 1px solid black; padding: 2px; width: fit-content;">5</div>	<div style="border: 1px solid black; padding: 2px; width: fit-content;">6</div> <div style="text-align: center; background-color: #fff9c4; padding: 5px;"> <b>HOLIDAY Labor Day</b> </div>	<div style="border: 1px solid black; padding: 2px; width: fit-content;">7</div> TL- APRV AM - APRV	<div style="border: 1px solid black; padding: 2px; width: fit-content;">8</div> TL- APRV AM - APRV	<div style="border: 1px solid black; padding: 2px; width: fit-content;">9</div> TL- APRV AM - APRV	<div style="border: 1px solid black; padding: 2px; width: fit-content;">10</div> TL- APRV, LOAD AM - APRV	<div style="border: 1px solid black; padding: 2px; width: fit-content;">11</div>
<div style="border: 1px solid black; padding: 2px; width: fit-content;">12</div>	<div style="border: 1px solid black; padding: 2px; width: fit-content;">13</div> TL- APRV AM - APRV	<div style="border: 1px solid black; padding: 2px; width: fit-content;">14</div> <div style="background-color: #cccccc; padding: 2px;"> <b>Pre-Calc1 M09</b> </div> AM - MORNING LOAD  TL - APRV,LOAD	<div style="border: 1px solid black; padding: 2px; width: fit-content;">15</div> <div style="background-color: #cccccc; padding: 2px;"> <b>Pre-Calc2 M09</b> </div> <div style="background-color: #ffff00; padding: 2px; text-align: center;"> <b>Review Payroll Reports</b> </div> TL - APRV,LOAD	<div style="border: 1px solid black; padding: 2px; width: fit-content;">16</div> <div style="background-color: #cccccc; padding: 2px;"> <b>Final Calc M09</b> </div> <div style="background-color: #ffff00; padding: 2px; text-align: center;"> <b>Review Payroll Reports</b> </div> TL - APRV,LOAD	<div style="border: 1px solid black; padding: 2px; width: fit-content;">17</div> <div style="background-color: #cccccc; padding: 2px;"> <b>Confirm M09</b> </div> <div style="background-color: #ffff00; padding: 2px; text-align: center;"> <b>Review Payroll Reports</b> </div>	<div style="border: 1px solid black; padding: 2px; width: fit-content;">18</div>
<div style="border: 1px solid black; padding: 2px; width: fit-content;">19</div>	<div style="border: 1px solid black; padding: 2px; width: fit-content;">20</div>	<div style="border: 1px solid black; padding: 2px; width: fit-content;">21</div>	<div style="border: 1px solid black; padding: 2px; width: fit-content;">22</div>	<div style="border: 1px solid black; padding: 2px; width: fit-content;">23</div>	<div style="border: 1px solid black; padding: 2px; width: fit-content;">24</div>	<div style="border: 1px solid black; padding: 2px; width: fit-content;">25</div>
<div style="border: 1px solid black; padding: 2px; width: fit-content;">26</div>	<div style="border: 1px solid black; padding: 2px; width: fit-content;">27</div>	<div style="border: 1px solid black; padding: 2px; width: fit-content;">28</div>	<div style="border: 1px solid black; padding: 2px; width: fit-content;">29</div> Payroll Pick-up	<div style="border: 1px solid black; padding: 2px; width: fit-content;">30</div> Issue M09		

Off Cycles calculation processes begin at 2:00pm. **Edits** to be completed from 3pm - 4:30pm.

Final Calc and Off Confirm dates have a 5pm system cutoff for all entries (including TL & AM).

\*Exception Hourly Schedules Loaded

**District Days: 9**  
**County Days: 8**

# Payroll/Off Cycle Processing Schedule - F/Y 2021/2022

## PEOPLESFT

### OCTOBER 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
					2PM - OFF TL Entries 3PM-4:30 - OFF Edits  <b>OFF Confirm</b>	
3	4	5	6	7	8	9
	TL- APRV	Issue OFF Warrants M10 Paysheets Available EX HRLY LOAD* TL- APRV AM - APRV	TL- APRV AM - APRV	TL- APRV AM - APRV	TL- APRV, LOAD AM - APRV	
10	11	12	13	14	15	16
	TL- APRV AM - APRV	Pre-Calc1 M10 AM - MORNING LOAD	Pre-Calc2 M10	Final Calc M10	Confirm M10	
		TL - APRV,LOAD	<b>Review Payroll Reports</b>	<b>Review Payroll Reports</b>	<b>Review Payroll Reports</b>	
			TL - APRV,LOAD	TL - APRV,LOAD		
17	18	19	20	21	22	23
24	25	26	27	28	29	30
				Payroll Pick-up	Issue M10	

Off Cycles calculation processes begin at 2:00pm. **Edits** to be completed from 3pm - 4:30pm.

Final Calc and Off Confirm dates have a 5pm system cutoff for all entries (including TL & AM).

\*Exception Hourly Schedules Loaded

**District Days: 8**

**County Days: 9**

# Payroll/Off Cycle Processing Schedule - F/Y 2021/2022

**PEOPLESFT**

**NOVEMBER 2021**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2 2PM - OFF TL Entries 3PM-4:30 - OFF Edits  <b>OFF Confirm</b>	3 TL - APRV	4 <b>Issue OFF Warrants</b> M11 Paysheets Available EX HRLY LOAD* TL - APRV AM - APRV	5 TL - APRV,LOAD AM - APRV	6
7	8 TL- APRV AM - APRV	9 TL- APRV AM - APRV	10 <b>Pre-Calc1 M11</b> AM - MORNING LOAD  TL - APRV,LOAD	11 <b>HOLIDAY</b> Veteran's Day	12 <b>Pre-Calc2 M11</b>  <b>Review Payroll Reports</b> TL - APRV,LOAD	13
14	15 <b>Final Calc M11</b>  <b>Review Payroll Reports</b> TL - APRV,LOAD	16 <b>Confirm M11</b>  <b>Review Payroll Reports</b>	17	18	19	20
21	22	23	24 <b>SDCOE</b> <b>CLOSED</b>	25 <b>HOLIDAY</b> Thanksgiving	26 <b>HOLIDAY</b> Thanksgiving	27
28	29 <b>Payroll Pick-up</b>	30 <b>Issue M11</b>				

Off Cycles calculation processes begin at 2:00pm. **Edits** to be completed from 3pm - 4:30pm.

Final Calc and Off Confirm dates have a 5pm system cutoff for all entries (including TL & AM).

\*Exception Hourly Schedules Loaded

**District Days: 7**

**County Days: 6**

# Payroll/Off Cycle Processing Schedule - F/Y 2021/2022

## PEOPLESFT

**DECEMBER 2021**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 2PM - OFF TL Entries 3PM-4:30 - OFF Edits  OFF Confirm	2 TL - APRV	3 Issue OFF Warrants M12 Paysheets Available EX HRLY LOAD* TL - APRV,LOAD AM - APRV	4
5	6 TL- APRV AM - APRV	7 Pre-Calc1 M12 AM - MORNING LOAD  TL - APRV,LOAD	8 Pre-Calc2 M12  Review Payroll Reports	9 Final Calc M12  Review Payroll Reports	10 Confirm M12  Review Payroll Reports	11
12	13	14	15	16 Payroll Pick-up	17 Issue M12	18
19	20	21	22	23 HOLIDAY Winter Holiday	24 HOLIDAY Winter Holiday	25
26	27 HOLIDAY Winter Holiday	28 HOLIDAY Winter Holiday	29 HOLIDAY Winter Holiday	30 HOLIDAY Winter Holiday	31 HOLIDAY Winter Holiday	1

Off Cycles calculation processes begin at 2:00pm. **Edits** to be completed from 3pm - 4:30pm.

Final Calc and Off Confirm dates have a 5pm system cutoff for all entries (including TL & AM).

\*Exception Hourly Schedules Loaded

**District Days: 5**

**County Days: 4**

# Payroll/Off Cycle Processing Schedule - F/Y 2021/2022

PEOPLESOFT

## JANUARY 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
2	3 2PM - OFF TL Entries 3PM-4:30 - OFF Edits  <b>OFF Confirm</b>	4 TL - APRV	5 <b>Issue OFF Warrants</b> <b>M01 Paysheets Available</b> EX HRLY LOAD* TL- APRV AM - APRV	6 TL- APRV AM - APRV	7 TL - APRV,LOAD AM - APRV	8
9	10 TL- APRV AM - APRV	11 TL- APRV AM - APRV	12 TL- APRV AM - APRV	13 <b>Pre-Calc1 M01</b> AM - MORNING LOAD  TL - APRV,LOAD	14 <b>Pre-Calc2 M01</b>  <b>Review Payroll Reports</b> TL - APRV,LOAD	15
16	17 <b>HOLIDAY</b> <b>Martin Luther King Jr. Day</b>	18 <b>Final Calc M01</b>  <b>Review Payroll Reports</b> TL - APRV,LOAD	19 <b>Confirm M01</b>  <b>Review Payroll Reports</b>	20	21	22
23	24	25	26	27	28 <b>Payroll Pick-up</b>	29
30	31 <b>Issue M01</b>	1				

Off Cycles calculation processes begin at 2:00pm. **Edits** to be completed from 3pm - 4:30pm.  
 Final Calc and Off Confirm dates have a 5pm system cutoff for all entries (including TL & AM).  
 \*Exception Hourly Schedules Loaded

**District Days: 9**  
**County Days: 7**

# Payroll/Off Cycle Processing Schedule - F/Y 2021/2022

## PEOPLESOFT

### FEBRUARY 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2  2PM - OFF TL Entries 3PM-4:30 - OFF Edits  <b>OFF Confirm</b>	3  TL - APRV	4 <b>Issue OFF Warrants</b> M02 Paysheets Available EX HRLY LOAD* TL- APRV, LOAD AM - APRV	5
6	7  TL- APRV AM - APRV	8  TL- APRV AM - APRV	9  TL- APRV AM - APRV	10 <b>Pre-Calc1 M02</b> AM - MORNING LOAD   TL - APRV,LOAD	11 <b>Pre-Calc2 M02</b>  <b>Review Payroll Reports</b>  TL - APRV,LOAD	12
13	14 <b>Final Calc M02</b>  <b>Review Payroll Reports</b> TL - APRV,LOAD	15 <b>Confirm M02</b>  <b>Review Payroll Reports</b>	16	17	18	19
20	21 <b>HOLIDAY</b> Presidents' Day	22	23	24	25 <b>Payroll Pick-up</b>	26
27	28 <b>Issue M02</b>	1				

Off Cycles calculation processes begin at 2:00pm. **Edits** to be completed from 3pm - 4:30pm.  
 Final Calc and Off Confirm dates have a 5pm system cutoff for all entries (including TL & AM).  
 \*Exception Hourly Schedules Loaded

**District Days: 7**  
**County Days: 7**

# Payroll/Off Cycle Processing Schedule - F/Y 2021/2022

**PEOPLESFT**

**MARCH 2022**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2  2PM - OFF TL Entries 3PM-4:30 - OFF Edits  <b>OFF Confirm</b>	3  TL - APRV	4 <b>Issue OFF Warrants</b> <b>M03 Paysheets Available</b> EX HRLY LOAD* TL- APRV, LOAD AM - APRV	5
6	7  TL- APRV AM - APRV	8  TL- APRV AM - APRV	9  TL- APRV AM - APRV	10  TL- APRV AM - APRV	11  TL- APRV, LOAD AM - APRV	12
13	14 <b>Pre-Calc1 M03</b> AM - MORNING LOAD  TL - APRV,LOAD	15 <b>Pre-Calc2 M03</b>  <b>Review Payroll Reports</b> TL - APRV,LOAD	16 <b>Final Calc M03</b>  <b>Review Payroll Reports</b> TL - APRV,LOAD	17 <b>Confirm M03</b>  <b>Review Payroll Reports</b>	18	19
20	21	22	23	24	25	26
27	28	29 <b>Payroll Pick-up</b>	30 <b>Issue M03</b>	31  County Auditor Holiday Cesar Chavez Day		

Off Cycles calculation processes begin at 2:00pm. **Edits** to be completed from 3pm - 4:30pm.

Final Calc and Off Confirm dates have a 5pm system cutoff for all entries (including TL & AM).

\*Exception Hourly Schedules Loaded

**District Days: 9**

**County Days: 8**

# Payroll/Off Cycle Processing Schedule - F/Y 2021/2022

**PEOPLESFT**

**APRIL 2022**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1  2PM - OFF TL Entries 3PM-4:30 - OFF Edits  <b>OFF Confirm</b>	2
3	4  TL- APRV AM - APRV	5 <b>Issue OFF Warrants</b> <b>M04 Paysheets Available</b> EX HRLY LOAD* TL- APRV AM - APRV	6  TL- APRV AM - APRV	7  TL- APRV AM - APRV	8  TL- APRV, LOAD AM - APRV	9
10	11  TL- APRV AM - APRV	12  TL- APRV AM - APRV	13 <b>Pre-Calc1 M04</b> AM - MORNING LOAD  TL - APRV,LOAD	14 <b>Pre-Calc2 M04</b>  <b>Review Payroll Reports</b> TL - APRV,LOAD	15 <b>Final Calc M04</b>  <b>Review Payroll Reports</b> TL - APRV,LOAD	16
17	18 <b>Confirm M04</b>  <b>Review Payroll Reports</b>	19	20	21	22	23
24	25	26	27	28 <b>Payroll Pick-up</b>	29 <b>Issue M04</b>	30

Off Cycles calculation processes begin at 2:00pm. **Edits** to be completed from 3pm - 4:30pm.

Final Calc and Off Confirm dates have a 5pm system cutoff for all entries (including TL & AM).

\*Exception Hourly Schedules Loaded

**District Days: 9**

**County Days: 8**

# Payroll/Off Cycle Processing Schedule - F/Y 2021/2022

## PEOPLESOFT

MAY 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3 2PM - OFF TL Entries 3PM-4:30 - OFF Edits  <b>OFF Confirm</b>	4 TL - APRV	5 <b>Issue OFF Warrants</b> <b>M05 Paysheets Available</b> EX HRLY LOAD* TL- APRV AM - APRV	6 TL - APRV,LOAD AM - APRV	7
8	9 TL- APRV AM - APRV	10 TL- APRV AM - APRV	11 TL- APRV AM - APRV	12 <b>Pre-Calc1 M05</b> AM - MORNING LOAD  TL - APRV,LOAD	13 <b>Pre-Calc2 M05</b>  <b>Review Payroll Reports</b> TL - APRV,LOAD	14
15	16 <b>Final Calc M05</b>  <b>Review Payroll Reports</b> TL - APRV,LOAD	17 <b>Confirm M05</b>  <b>Review Payroll Reports</b>	18	19	20	21
22	23	24	25	26	27 <b>Payroll Pick-up</b>	28
29	30 <b>HOLIDAY</b> <b>Memorial Day</b>	31 <b>Issue M05</b>				

Off Cycles calculation processes begin at 2:00pm. **Edits** to be completed from 3pm - 4:30pm.

Final Calc and Off Confirm dates have a 5pm system cutoff for all entries (including TL & AM).

\*Exception Hourly Schedules Loaded

**District Days: 8**

**County Days:8**

# Payroll/Off Cycle Processing Schedule - F/Y 2021/2022

## PEOPLESFT

### JUNE 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 2PM - OFF TL Entries 3PM-4:30 - OFF Edits  <b>OFF Confirm</b>	2 TL - APRV	3 <b>Issue OFF Warrants</b> M06 Paysheets Available EX HRLY LOAD* TL - APRV,LOAD AM - APRV	4
5	6 TL- APRV AM - APRV	7 TL- APRV AM - APRV	8 TL- APRV AM - APRV	9 TL- APRV AM - APRV	10 TL - APRV,LOAD AM - APRV	11
12	13 TL- APRV AM - APRV	14 <b>Pre-Calc1 M06</b> AM - MORNING LOAD  TL - APRV,LOAD	15 <b>Pre-Calc2 M06</b>  TL - APRV,LOAD	16 <b>Final Calc M06</b>  TL - APRV,LOAD	17 <b>Confirm M06</b>  <b>Review Payroll Reports</b>	18
19	20	21	22	23	24	25
26	27	28	29 Payroll Pick-up	30 Issue M06		

Off Cycles calculation processes begin at 2:00pm. **Edits** to be completed from 3pm - 4:30pm.

Final Calc and Off Confirm dates have a 5pm system cutoff for all entries (including TL & AM).

\*Exception Hourly Schedules Loaded

**District Days: 10**

**County Days: 8**

## PEOPLESOFT

### PAYROLL CALENDAR DATES 2021-2022

MONTH	CYCLE	OFF CYCLE ISSUE DATE	CALC #1 RUN DATE	PAYROLL RUN DATE	PAYROLL ISSUE DATE
JUL	M07	07/06/21	07/13/21	07/16/21	07/30/21
AUG	M08	08/05/21	08/12/21	08/17/21	08/31/21
SEP	M09	09/03/21	09/14/21	09/17/21	09/30/21
OCT	M10	10/05/21	10/12/21	10/15/21	10/29/21
NOV	M11	11/04/21	11/10/21	11/16/21	11/30/21
DEC	M12	12/03/21	12/07/21	12/10/21	12/17/21
JAN	M01	01/05/22	01/13/22	01/19/22	01/31/22
FEB	M02	02/04/22	02/10/22	02/15/22	02/28/22
MAR	M03*	03/04/22	03/14/22	03/17/22	03/30/22*
APR	M04	04/05/22	04/13/22	04/18/22	04/29/22
MAY	M05	05/05/22	05/12/22	05/17/22	05/31/22
JUN	M06	06/03/22	06/14/22	06/17/22	06/30/22

**\*\* Please Note: Monthly Payroll will run on Various days of the week.  
Please pay close attention to your calendar.**

**\*Due to the County Auditor observance of Cesar Chavez Day 3/31,  
the payroll issue date for March is the 30th.**

**All requests for off cycle warrants need to be in by 2:00 p.m.**

**Edits are to be completed from 3:30-4:30 pm only**

**NOTE: Off Cycle Warrants can be picked up from Payroll Services at a specified time on the issue date.**

**All warrants not picked up by 4:30 will be put in truck mail.**