

# Payroll/Off Cycle Processing Schedule - F/Y 2022/2023

## PEOPLESFT

### JULY 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  <b>HOLIDAY Independence Day</b>	5  TL- APRV	6  <b>Issue OFF Warrants</b> <b>M07 Paysheets Available</b> EX HRLY LOAD* 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  TL- APRV AM - APRV	14  <b>Pre-Calc1 M07</b> AM - MORNING LOAD  TL - APRV, LOAD	15  <b>Pre-Calc2 M07</b>  <b>Review Payroll Reports</b> TL - APRV, LOAD	16
17	18  <b>Final Calc M07</b>  <b>Review Payroll Reports</b> TL - APRV, LOAD	19  <b>Confirm M07</b>  <b>Review Payroll Reports</b>	20	21	22	23
24	25	26	27	28  <b>Payroll Pick-up</b>	29  <b>Issue M07</b>	30
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: 9**

**County Days: 7**

# Payroll/Off Cycle Processing Schedule - F/Y 2022/2023

## PEOPLESFT

### AUGUST 2022

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

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

**District Days: 10**  
**County Days: 7**

# Payroll/Off Cycle Processing Schedule - F/Y 2022/2023

PEOPLESFT

## SEPTEMBER 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 2PM - OFF TL Entries 3PM-4:30 - OFF Edits  OFF Confirm	2 TL- APRV	3
4	5 <b>HOLIDAY Labor Day</b>	6 Issue OFF Warrants M09 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 TL- APRV AM - APRV	14 TL- APRV AM - APRV	15 Pre-Calc1 M09 AM - MORNING LOAD  TL - APRV, LOAD	16 Pre-Calc2 M09  <b>Review Payroll Reports</b>  TL - APRV, LOAD	17
18	19 Final Calc M09  <b>Review Payroll Reports</b>  TL - APRV, LOAD	20 Confirm M09  <b>Review Payroll Reports</b>	21	22	23	24
25	26	27	28	29 Payroll Pick-up	30 Issue M09	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: 10**

**County Days: 7**

# Payroll/Off Cycle Processing Schedule - F/Y 2022/2023

## PEOPLESOFT

**OCTOBER 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>M10 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 TL- APRV AM - APRV	14 TL- APRV, LOAD AM - APRV	15
16	17 <b>Pre-Calc1 M10</b> AM - MORNING LOAD  TL - APRV, LOAD	18 <b>Pre-Calc2 M10</b>  <b>Review Payroll Reports</b> TL - APRV, LOAD	19 <b>Final Calc M10</b>  <b>Review Payroll Reports</b> TL - APRV, LOAD	20 <b>Confirm M10</b>  <b>Review Payroll Reports</b>	21	22
23	24	25	26	27	28 <b>Payroll Pick-up</b>	29
30	31 <b>Issue M10</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: 11**

**County Days: 6**

# Payroll/Off Cycle Processing Schedule - F/Y 2022/2023

PEOPLESFT

NOVEMBER 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> M11 Paysheets Available EX HRLY LOAD* TL - APRV AM - APRV	4 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 M11</b> AM - MORNING LOAD  TL - APRV, LOAD	11 <b>HOLIDAY</b> Veteran's Day	12
13	14 <b>Pre-Calc2 M11</b>  <b>Review Payroll Reports</b> TL - APRV, LOAD	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 <b>SDCOE</b> <b>CLOSED</b>	24 <b>HOLIDAY</b> Thanksgiving	25 <b>HOLIDAY</b> Thanksgiving	26
27	28	29 <b>Payroll Pick-up</b>	30 <b>Issue M11</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: 6**

# Payroll/Off Cycle Processing Schedule - F/Y 2022/2023

**PEOPLESFT**

**DECEMBER 2022**

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

**County Days: 4**

# Payroll/Off Cycle Processing Schedule - F/Y 2022/2023

**PEOPLESFT**

**JANUARY 2023**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 <b>HOLIDAY Winter Holiday</b>	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, LOAD AM - APRV	7
8	9 TL- APRV AM - APRV	10 TL- APRV AM - APRV	11 TL- APRV AM - APRV	12 TL- APRV AM - APRV	13 TL - APRV, LOAD AM - APRV	14
15	16 <b>HOLIDAY Martin Luther King Jr. Day</b>	17 <b>Pre-Calc1 M01</b> AM - MORNING LOAD  TL - APRV, LOAD	18 <b>Pre-Calc2 M01</b>  <b>Review Payroll Reports</b> TL - APRV, LOAD	19 <b>Final Calc M01</b>  <b>Review Payroll Reports</b> TL - APRV, LOAD	20 <b>Confirm M01</b>  <b>Review Payroll Reports</b>	21
22	23	24	25	26	27	28
29	30 <b>Payroll Pick-up</b>	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: 10**

**County Days: 6**

# Payroll/Off Cycle Processing Schedule - F/Y 2022/2023

**PEOPLESFT**

**FEBRUARY 2023**

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> <b>M02 Paysheets Available</b> 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 <b>Pre-Calc1 M02</b> AM - MORNING LOAD  TL - APRV, LOAD	14 <b>Pre-Calc2 M02</b>  Review Payroll Reports TL - APRV, LOAD	15 <b>Final Calc M02</b>  Review Payroll Reports TL - APRV, LOAD	16 <b>Confirm M02</b>  Review Payroll Reports	17	18
19	20 <b>HOLIDAY</b> <b>Presidents' Day</b>	21  Cancels	22  Cancels	23  Cancels	24  Cancels	25
26	27 <b>Payroll Pick-up</b>	28 <b>Issue M02</b>				

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

**District Days: 9**  
**County Days: 6**



# Payroll/Off Cycle Processing Schedule - F/Y 2022/2023

## PEOPLESOFT

### MARCH 2023

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> <b>M03 Paysheets Available</b> 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  TL- APRV AM - APRV	15  TL- APRV AM - APRV	16 <b>Pre-Calc1 M03</b> AM - MORNING LOAD  TL - APRV, LOAD	17 <b>Pre-Calc2 M03</b>  <b>Review Payroll Reports</b> TL - APRV, LOAD	18
19	20 <b>Final Calc M03</b>  <b>Review Payroll Reports</b> TL - APRV, LOAD	21 <b>Confirm M03</b>  <b>Review Payroll Reports</b>	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: 12**

**County Days: 6**

# Payroll/Off Cycle Processing Schedule - F/Y 2022/2023

**PEOPLESFT**

**APRIL 2023**

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> M04 Paysheets Available 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 TL- APRV AM - APRV	14 <b>Pre-Calc1 M04</b> AM - MORNING LOAD  TL - APRV, LOAD	15
16	17 <b>Pre-Calc2 M04</b>  <b>Review Payroll Reports</b> TL - APRV, LOAD	18 <b>Final Calc M04</b>  <b>Review Payroll Reports</b> TL - APRV, LOAD	19 <b>Confirm M04</b>  <b>Review Payroll Reports</b>	20	21	22
23	24	25	26	27 <b>Payroll Pick-up</b>	28 <b>Issue M04</b>	29
30	1					

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

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\*Exception Hourly Schedules Loaded

**District Days: 10**

**County Days: 6**

# Payroll/Off Cycle Processing Schedule - F/Y 2022/2023

## PEOPLESOFT

### MAY 2023

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, LOAD AM - APRV	6
7	8 TL- APRV AM - APRV	9 TL- APRV AM - APRV	10 TL- APRV AM - APRV	11 TL- APRV AM - APRV	12 TL- APRV, LOAD AM - APRV	13
14	15 TL- APRV AM - APRV	16 <b>Pre-Calc1 M05</b> AM - MORNING LOAD  TL - APRV, LOAD	17 <b>Pre-Calc2 M05</b>  TL - APRV, LOAD	18 <b>Final Calc M05</b>  TL - APRV, LOAD	19 <b>Confirm M05</b>  <b>Review Payroll Reports</b>	20  <b>Review Payroll Reports</b>
21	22	23	24	25	26	27
28	29 <b>HOLIDAY</b> <b>Memorial Day</b>	30 <b>Payroll Pick-up</b>	31 <b>Issue M05</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: 10**

**County Days: 6**

# Payroll/Off Cycle Processing Schedule - F/Y 2022/2023

## PEOPLESFT

### JUNE 2023

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

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

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\*Exception Hourly Schedules Loaded

**District Days: 11**

**County Days: 6**

## PEOPLESOFT

### PAYROLL CALENDAR DATES 2022-2023

MONTH	CYCLE	OFF CYCLE ISSUE DATE	CALC #1 RUN DATE	FINAL CALC RUN DATE	CONFIRM RUN DATE	PAYROLL ISSUE DATE
JUL	M07	07/06/22	07/14/22	07/18/22	07/19/22	07/29/22
AUG	M08	08/05/22	08/16/22	08/18/22	08/19/22	08/31/22
SEP	M09	09/06/22	09/15/22	09/19/22	09/20/22	09/30/22
OCT	M10	10/05/22	10/17/22	10/19/22	10/20/22	10/31/22
NOV	M11	11/03/22	11/10/22	11/15/22	11/16/22	11/30/22
DEC	M12	12/05/22	12/06/22	12/08/22	12/09/22	12/16/22
JAN	M01	01/05/23	01/17/23	01/19/23	01/20/23	01/31/23
FEB	M02	02/03/23	02/13/23	02/15/23	02/16/23	02/28/23
MAR	M03*	03/03/23	03/16/23	03/20/23	03/21/23	03/30/23*
APR	M04	04/05/23	04/14/23	04/18/23	04/19/23	04/28/23
MAY	M05	05/05/23	05/16/23	05/18/23	05/19/23	05/31/23
JUN	M06	06/05/23	06/15/23	06/20/23	06/21/23	06/30/23

**\*\* Please Note: Monthly Payroll will run on Various days of the week. Confirm Run Date is the day following final calc when payroll is confirming. 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 will be put in truck mail.**