

OSPS Processing Calendar

January 2009

January 2009							February 2009								
S	M	T	W	T	F	S	S	M	T	W	T	F	S		
1				1	2	3	6	1	2	3	4	5	6	7	
2	4	5	6	7	8	9	10	7	8	9	10	11	12	13	14
3	11	12	13	14	15	16	17	8	15	16	17	18	19	20	21
4	18	19	20	21	22	23	24	9	22	23	24	25	26	27	28
5	25	26	27	28	29	30	31								

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				January 1, 2009	2	3
				STATE HOLIDAY	PAYDAY - ACH	
4	5	6	7	8	9	10
			3:00pm Batch Tapes Due 6:00pm Prelim Cutoff - Dec R2	Exception Reports 6:00pm Table Backups	6:00pm Final Cutoff Dec R2; Run Payroll	OSPA Unavailable
11	12	13	14	15	16	17
	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	PAYDAY Run Q4 Reports 6:00pm Table Backups		
18	19	20	21	22	23	24
	STATE HOLIDAY	Run 2008 W-2s	P080 Open W-2 Distrib to Agencies 6:00pm Table Backups	3:00pm Batch Tapes Due 6:00pm Prelim Cutoff - Jan R1	Exception Reports	
25	26	27	28	29	30	31
	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	Rcv Shuttled Reports 3:00pm W-2 Req Due 6:00pm Table Backups	PAYDAY W-2 Distribution Deadline	

OSPS Processing Calendar

February 2009

February 2009							March 2009								
S	M	T	W	T	F	S	S	M	T	W	T	F	S		
6	1	2	3	4	5	6	7	10	1	2	3	4	5	6	7
7	8	9	10	11	12	13	14	11	8	9	10	11	12	13	14
8	15	16	17	18	19	20	21	12	15	16	17	18	19	20	21
9	22	23	24	25	26	27	28	13	22	23	24	25	26	27	28
								14	29	30	31				

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

OSPS Processing Calendar

March 2009

March 2009							April 2009						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7	1	2	3	4	5	6	7
8	9	10	11	12	13	14	8	9	10	11	12	13	14
15	16	17	18	19	20	21	15	16	17	18	19	20	21
22	23	24	25	26	27	28	22	23	24	25	26	27	28
29	30	31					29	30	31				

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
March 1	2	3	4	5	6	7
			6:00pm Table Backups	3:00pm Batch Tapes Due 3:00pm W-2 Req Due 6:00pm Prelim Cutoff - Feb R2	Exception Reports	
8	9	10	11	12	13	14
	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 6:00pm Post to R*STARS	Feb DataMart Avail P080 Open Rcv Shuttled Reports Run Q1 Reports 3:00pm W-2 Req Due 6:00pm Table Backups	PAYDAY	
15	16	17	18	19	20	21
				3:00pm W-2 Req Due 6:00pm Table Backups		
22	23	24	25	26	27	28
	P080 Open	3:00pm Batch Tapes Due 6:00pm Prelim Cutoff - Mar R1	Exception Reports 6:00pm Table Backups	3:00pm W-2 Req Due 6:00pm Final Cutoff Mar 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				

OSPS Processing Calendar

April 2009

April 2009							May 2009								
S	M	T	W	T	F	S	S	M	T	W	T	F	S		
14			1	2	3	4	18			1	2				
15	5	6	7	8	9	10	11	19	3	4	5	6	7	8	9
16	12	13	14	15	16	17	18	20	10	11	12	13	14	15	16
17	19	20	21	22	23	24	25	21	17	18	19	20	21	22	23
18	26	27	28	29	30			22	24	25	26	27	28	29	30
								23	31						

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

OSPS Processing Calendar

May 2009

May 2009							June 2009								
S	M	T	W	T	F	S	S	M	T	W	T	F	S		
18					1	2	23	1	2	3	4	5	6		
19	3	4	5	6	7	8	24	7	8	9	10	11	12	13	
20	10	11	12	13	14	15	16	25	14	15	16	17	18	19	20
21	17	18	19	20	21	22	23	26	21	22	23	24	25	26	27
22	24	25	26	27	28	29	30	27	28	29	30				
23	31														

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					May 1	2
					PAYDAY	
3	4	5	6	7	8	9
			6:00pm Table Backups	3:00pm Batch Tapes Due 6:00pm Prelim Cutoff - Apr R2	Exception Reports	
10	11	12	13	14	15	16
	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	
17	18	19	20	21	22	23
		1:00pm - 4:00 OSPS Forum (Vets)	P080 Open 6:00pm Table Backups	3:00pm Batch Tapes Due 6:00pm Prelim Cutoff - May R1	Exception Reports	
24	25	26	27	28	29	30
	STATE HOLIDAY	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	Rcv Shuttled Reports 3:00pm W-2 Req Due	
31						

OSPS Processing Calendar

June 2009

June 2009							July 2009						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
23	1	2	3	4	5	6	27	5	6	7	8	9	10
24	7	8	9	10	11	12	28	12	13	14	15	16	17
25	14	15	16	17	18	19	29	19	20	21	22	23	24
26	21	22	23	24	25	26	30	26	27	28	29	30	31
27	28	29	30				31						

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

July 2009

July 2009							August 2009						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
27			1	2	3	4	31						1
28	5	6	7	8	9	10	32	2	3	4	5	6	7
29	12	13	14	15	16	17	33	9	10	11	12	13	14
30	19	20	21	22	23	24	34	16	17	18	19	20	21
31	26	27	28	29	30	31	35	23	24	25	26	27	28
							36	30	31				29

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			July 1	2	3	4
			PAYDAY	6:00pm Table Backups	STATE HOLIDAY	
5	6	7	8	9	10	11
		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	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	Jun DataMart Avail Rcv Shuttled Reports 3:00pm W-2 Req Due	PAYDAY	6:00pm Table Backups		
19	20	21	22	23	24	25
			P080 Open 6:00pm Table Backups	3:00pm Batch Tapes Due 6:00pm Prelim Cutoff - Jul R1	Exception Reports	
26	27	28	29	30	31	
	6:00pm Final Cutoff Jul R1; Run Payroll & Timesheets	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 6:00pm Table Backups	PAYDAY	

OSPS Processing Calendar

August 2009

August 2009							September 2009						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
31						1	36		1	2	3	4	5
32	2	3	4	5	6	7	37	6	7	8	9	10	11
33	9	10	11	12	13	14	38	13	14	15	16	17	18
34	16	17	18	19	20	21	39	20	21	22	23	24	25
35	23	24	25	26	27	28	40	27	28	29	30		26
36	30	31											

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

OSPS Processing Calendar

September 2009

September 2009							October 2009							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	
36		1	2	3	4	5	40		1	2	3			
37	6	7	8	9	10	11	41	4	5	6	7	8	9	10
38	13	14	15	16	17	18	42	11	12	13	14	15	16	17
39	20	21	22	23	24	25	43	18	19	20	21	22	23	24
40	27	28	29	30			44	25	26	27	28	29	30	31

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		September 1	2	3	4	5
		PAYDAY		6:00pm Table Backups	3:00pm Batch Tapes Due 6:00pm Prelim Cutoff - Aug R2	
6	7	8	9	10	11	12
	STATE HOLIDAY	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	Leave Reports Distribution 10:15am ACH Stops 6:00pm Post to R*STARS	
13	14	15	16	17	18	19
	Aug DataMart Avail Rcv Shuttled Reports 3:00pm W-2 Req Due	PAYDAY Run Q3 Reports		1:00pm - 4:00 OSPS Forum (Vets) 6:00pm Table Backups		
20	21	22	23	24	25	26
		P080 Open	3:00pm Batch Tapes Due 6:00pm Prelim Cutoff - Sep R1	Exception Reports 6:00pm Table Backups	6:00pm Final Cutoff Sep 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

October 2009

October 2009							November 2009								
S	M	T	W	T	F	S	S	M	T	W	T	F	S		
40				1	2	3	45	1	2	3	4	5	6	7	
41	4	5	6	7	8	9	10	46	8	9	10	11	12	13	14
42	11	12	13	14	15	16	17	47	15	16	17	18	19	20	21
43	18	19	20	21	22	23	24	48	22	23	24	25	26	27	28
44	25	26	27	28	29	30	31	49	29	30					

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				October 1	2	3
				PAYDAY		
				6:00pm Table Backups		
4	5	6	7	8	9	10
			3:00pm Batch Tapes Due 6:00pm Prelim Cutoff - Sep R2	Exception Reports 6:00pm Table Backups	6:00pm Final Cutoff Sep R2; Run Payroll	OSPA Unavailable
11	12	13	14	15	16	17
Bank Holiday-Columbus Day 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	PAYDAY 6:00pm Table Backups			
18	19	20	21	22	23	24
			P080 Open 6:00pm Table Backups	3:00pm Batch Tapes Due 6:00pm Prelim Cutoff - Oct R1	Exception Reports	
25	26	27	28	29	30	31
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	Rcv Shuttled Reports 3:00pm W-2 Req Due 6:00pm Table Backups	PAYDAY		

OSPS Processing Calendar

November 2009

November 2009							December 2009								
S	M	T	W	T	F	S	S	M	T	W	T	F	S		
45	1	2	3	4	5	6	7	49		1	2	3	4	5	
46	8	9	10	11	12	13	14	50	6	7	8	9	10	11	12
47	15	16	17	18	19	20	21	51	13	14	15	16	17	18	19
48	22	23	24	25	26	27	28	52	20	21	22	23	24	25	26
49	29	30						1	27	28	29	30	31		

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

OSPS Processing Calendar

December 2009

December 2009							January 2010								
S	M	T	W	T	F	S	S	M	T	W	T	F	S		
49		1	2	3	4	5	1					1	2		
50	6	7	8	9	10	11	12	3	4	5	6	7	8	9	
51	13	14	15	16	17	18	19	3	10	11	12	13	14	15	16
52	20	21	22	23	24	25	26	4	17	18	19	20	21	22	23
1	27	28	29	30	31			5	24	25	26	27	28	29	30
								6	31						

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		December 1	2	3	4	5
		PAYDAY		6:00pm Table Backups		
6	7	8	9	10	11	12
	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	Leave Reports Distribution 10:15am ACH Stops 6:00pm P090 Data Removed for Oldest Year 6:00pm Post to R*STARS	
13	14	15	16	17	18	19
	Nov DataMart Avail Rcv Shuttled Reports 3:00pm W-2 Req Due	PAYDAY		6:00pm Table Backups		
20	21	22	23	24	25	26
		P080 Open	3:00pm Batch Tapes Due 6:00pm Prelim Cutoff - Dec R1	Exception Reports 6:00pm Table Backups	STATE HOLIDAY	
27	28	29	30	31		
	6:00pm Final Cutoff Dec R1; Run Payroll & Timesheets	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 6:00pm Table Backups		

OSPS Processing Calendar

January 2010

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

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