

# December 2012

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
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2	3 Run A off-cycle * for 11/24/12 PPED – CID 12/07/12  Regent's on-cycle for 11/24/12 PPED - CID 12/07/12	4 Regents' Run B off-cycle files due by 4:00 p.m.	5 Run B off-cycle * for 11/24/12 PPED – CID 12/10/12	6	7 <b>PAYDAY</b>  Regents' Run C off-cycle files due by 4:00 p.m.	8
9	10 Run C off-cycle * for 11/24/12 PPED – CID 12/13/12  Interface Agencies T&L files for 12/08/12 PPED due by 5:00 p.m.	11 Paysheets Created  1st Pre-Calc for 12/08/12 PPED	12 2nd Pre-Calc for 12/08/12 PPED	13 3rd Pre-Calc for 12/08/12 PPED  Regent on-cycle files for 12/08/12 PPED due by 4:00 p.m.	14 Final Pay Calc and Pay Confirm for 12/08/12 PPED - CID 12/21/12  Regents' Run A off-cycle files due by 4:00 p.m.	15
16	17 Run A off-cycle * for 12/08/12 PPED – CID 12/21/12  Regent's on-cycle for 12/08/12 PPED - CID 12/21/12  <b>2012 DA-180 forms deadline for adjustments</b>	18 Regents' Run B off-cycle files due by 4:00 p.m.	19 Run B off-cycle * for 12/08/12 PPED – CID 12/26/12	20 <b>KPAY320 processes for W-4/NRA tax rows</b>  Regents' Run C off-cycle files due 4:00 p.m. --- <b>Final Regents' off-cycle file for 2012</b>	21 <b>PAYDAY</b> <b>Final on-cycle check for 2012</b>  <b>*First opportunity to submit T&amp;L/T&amp;LBR Interface files for 12/22/12 PPED due by 5:00 p.m.</b>  Run C off-cycle * for 12/08/12 PPED – CID 12/28/12 <b>Final off-cycle run for 2012. All adjustments &amp; reversals must be entered to be included in 2012. Check Issue Date 12/28/12.</b>	22
23	24 <b>CHRISTMAS HOLIDAY</b>	25 <b>CHRISTMAS HOLIDAY</b>	26 Paysheets created  <b>*Last opportunity to submit T&amp;L/T&amp;LBR Interface files for 12/22/12 PPED due by Noon</b> 1st Pre-Calc for 12/22/12 PPED <b>Final chance to update addresses for W-2 purposes</b>	27 2nd Pre-Calc for 12/22/12 PPED  Regent on-cycle files for 12/22/12 PPED due by 4:00 p.m.	28 Final Pay Calc and Pay Confirm for 12/22/12 PPED – CID 1/04/13  Regents' Run A off-cycle files due by 4:00 p.m.	29
30 Regent's on-cycle for 12/22/12 PPED – CID 01/04/13	31 Run A off-cycle * for 12/22/12 PPED – CID 01/04/13  Regents' Run B off-cycle files due by 4:00 p.m.	*The deadline for completing off-cycle files for SHARP agencies is 6:00 p.m. on the run day.				