

2016-2017 Fiscal Year End HRSC Deadlines Calendar

# March 2017

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2	3	4
<b>5</b> <i>B1 / B2 Bi-Weekly Period 5-Mar-17 to 18-Mar-17 Start</i>	6	7	8	9	10	11
12	13	14	15	<b>16</b> <i>B1 Pay Date 19-Feb-17 to 4-Mar-17 Period</i>	17	<b>18</b> <i>B1 / B2 Bi-Weekly Period 5- Mar-17 to 18-Mar-17 End</i>
<b>19</b> <i>B1 / B2 Bi-Weekly Period 19-Mar-17 to 1-Apr-17 Start</i>	<b>20</b>	<b>21</b> <i>Last 2016-17 Fiscal Year B2 Bi-Weekly Payroll Run  5-Mar-17 to 18-Mar-17 Period</i>	22	23	<b>24</b> <i>B2 Pay Date 5-Mar-17 to 18-Mar-17 Period</i>	25
26	<b>27</b> <i>Last 2016-17 Fiscal Year B1 Bi-Weekly Payroll Run  5-Mar-17 to 18-Mar-17 Period</i>	<b>28</b> <i>Last 2016-17 Fiscal Year M1 Monthly Payroll Run 1-Mar-17 to 31-Mar-17 Period</i>	<b>29</b>  <b>Mar 28<sup>th</sup></b> <b>2016-17 FYE Timekeeper Entry Deadline for ALL Timecards from 1-Apr-16 to 31-Mar-17</b>	<b>30</b> <i>B1 Pay Date 5-Mar-17 to 18-Mar-17 Period</i> <b>Last Day for Quick Pays, Reversals, Balance Adjustments Until 3-Apr-17</b> <b>SPECIAL BATCHING PROCESS FOR B1/B2/M1 TIMECARDS * HRPAs DO NOT NEED TO MANUALLY TRANSFER TIMECARDS</b>	<b>31</b> <b>2016-2017 Fiscal Year End</b> <i>M1 Pay Date 1-Mar-17 to 31-Mar-17 Period</i> <b>MIDAS FYE Processes Start 3:00 PM – MIDAS HR Payroll Unavailable</b>	 <b>Mar 31<sup>st</sup></b> <b>HRPAS MUST HAVE ALL TIMECARDS FROM 1-APR-16 TO 31-MAR-17 VERIFIED BY 3:00 PM - 31-MAR-17</b> <b>Last day to process in old FiscYr: Costing Changes; RTV; Union Leave Reimbursement; Accountable Advance Recoveries; PTO Adjustments and Payouts</b>

# April 2017

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						<b>1</b> <i>B1 / B2 Bi-Weekly Period</i> <i>19-Mar-17 to 1-Apr-17 End</i> <hr/> <b>2017-2018</b> <b>Fiscal Year Start</b> <b>MIDAS HR Payroll</b> <b>Unavailable from</b> <b>3:00 PM March 31<sup>st</sup></b> <b>to Monday, April 3rd</b>
<b>2</b> <i>B1 / B2 Bi-Weekly Period</i> <i>2-Apr-17 to 15-Apr-17</i> <b>Start</b>	<b>3</b> <b>HRPA Teams Run</b> <b>GOS – PTO Carryover</b> <b>Warning Reports</b>	<b>4</b> <i>First 2016-17 Fiscal Year</i> <i>B2 Bi-Weekly Payroll</i> <i>Run</i> <i>19-Mar-17 to 1-Apr-17</i> <i>Period</i>	5	6	<b>7</b> <i>B2 Pay Date</i> <i>19-Mar-17 to 1-Apr-17</i> <i>Period</i>	8
9	<b>10</b> <i>First 2016-17 Fiscal</i> <i>Year B1 Bi-Weekly</i> <i>Payroll Run</i> <i>19-Mar-17 to 1-Apr-17</i> <i>Period</i>	11	12	<b>13</b> <i>B1 Pay Date</i> <i>19-Mar-17 to 1-Apr-17</i> <i>Period</i>	<b>14</b> <b>STAT</b>	<b>15</b> <i>B1 / B2 Bi-Weekly Period</i> <i>2-Apr-17 to 15-Apr-17 End</i>
<b>16</b> <i>B1 / B2 Bi-Weekly Period</i> <i>16-Apr-17 to 29-Apr-17</i> <b>Start</b>	<b>17</b> <i>B2 Bi-Weekly Payroll</i> <i>Run</i> <i>2-Apr-17 to 15-Apr-17</i> <i>Period</i> <hr/> General Ledger Closes for Old Fiscal Year	<b>18</b> <b>NO QUICK PAYS</b> <b>ON THIS DAY</b>	<b>19</b> <b>NO QUICK PAYS</b> <b>ON THIS DAY</b>	20	<b>21</b> <i>B2 Pay Date</i> <i>2-Apr-17 to 15-Apr-17</i> <i>Period</i>	22
23	<b>24</b> <i>B1 Bi-Weekly Payroll</i> <i>Run</i> <i>2-Apr-17 to 15-Apr-17</i> <i>Period</i>	<b>25</b> <i>First 2016-17 Fiscal Year</i> <i>M1 Monthly Payroll Run</i> <i>1-Apr-17 to 30-Apr-17</i> <i>Period</i>	26	<b>27</b> <i>B1 Pay Date</i> <i>2-Apr-17 to 15-Apr-17</i> <i>Period</i>	<b>28</b> <i>M1 Pay Date</i> <i>1-Apr-17 to 30-Apr-17</i> <i>Period</i>	<b>29</b> <i>B1 / B2 Bi-Weekly Period</i> <i>16-Apr-17 to 29-Apr-17 End</i>
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