


December 2018 – Bi-weekly Calendar

IMPORTANT: Management is advised to send advance communication to Employees, Managers/Supervisors, & Payroll staff regarding the steps to be taken and their deadlines as listed below.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2 PP#26 (Dec 2-15) Employee - log in/out of Kronos as normal	3 Employee - log in/out of Kronos as normal Manager- review & correct timecards	4 Employee - log in/out of Kronos as normal Manager- review & correct timecards	5 Employee - log in/out of Kronos as normal Manager- review & correct timecards	6 Employee - log in/out of Kronos as normal Manager- review/correct timecards	7 Employee - log in/out of Kronos as normal Manager- review & correct timecards	8 Employee - log in/out of Kronos as normal
9 Employee - log in/out of Kronos as normal	10 Employee - log in/out of Kronos as normal Manager- review & correct timecards	11 Employee - log in/out of Kronos as normal Manager- review & correct timecards	12 Employee - log in/out of Kronos as normal Manager- review & correct timecards	13 Employee - log in/out of Kronos as normal Manager- review/correct timecards	14 Employee - log in/out of Kronos as normal Manager- review & correct timecards	15 Employee - log in/out of Kronos as normal
16 PP#01, 2019 (Dec 16-29) Employee - log in/out of Kronos as normal	17 Employee - log in/out of Kronos as normal Manager - review & correct timecards - Approve timecards -10:00 am Payroll – Sign-off Pay Request Prefile-11:30 am Request BDC-12:30 pm EASI – Process Pay - 1 pm <i>Additional Changes – key in SAP.</i> <i>Deadline: 5 pm</i> <i>Changes after 5pm, contact Central Payroll for Off-cycle Cheques.</i> <i>Deadline: 12 noon, Dec 19</i>	18 Employee - log in/out of Kronos as normal Manager - review & correct timecards - Provide Payroll estimated Bi-weekly hrs.: Dec 20 to 29 Deadline-12 noon Payroll - Key/upload estimated Bi-weekly employees’ hrs. Dec 20 to 29 in SAP	19 Employee - log in/out of Kronos as normal Manager - Review & correct timecards Payroll - Key/upload estimated Bi-weekly employees’ hrs. Dec 20 to 29 in SAP Reminder: Last Off-Cycle Deadline-12 noon	20 Employee - log in/out of Kronos as normal Manager - Review & correct timecards - Approve hrs. for Dec 16-19 by 10:00 am Payroll Do NOT Sign-off Pay (PARTIAL PAY: Dec 16-19) Request Prefile-11:30 am Request BDC-12:30 pm EASI – Process Kronos Pay by 1 pm Payroll - Key/upload estimated Bi-weekly employees’ hrs. Dec 20 to 29 in SAP Deadline: 5 pm	21 Employee - log in/out of Kronos as normal Manager- review & correct timecards <i>Last day before University closure</i>	22 Employee - log in/out of Kronos as normal
23 Employee - log in/out of Kronos as normal	24 Employee - log in/out of Kronos as normal	25 Employee - log in/out of Kronos as normal 	26 Employee - log in/out of Kronos as normal	27 Employee - log in/out of Kronos as normal	28 Employee - log in/out of Kronos as normal	29 Employee - log in/out of Kronos as normal
30 PP#02, 2019 (Dec 30-Jan 12) Employee - log in/out of Kronos as normal	31 Employee - log in/out of Kronos as normal					

December 2018 – Monthly Calendar

IMPORTANT: Management is advised to send advance communication to Employees, Managers/Supervisors, & Payroll staff regarding the steps to be taken and their deadlines as listed below.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
2	3	4	5	6	7	1
Employee - log in/out of Kronos as normal	Employee - log in/out of Kronos as normal Manager- review & correct timecards	Employee - log in/out of Kronos as normal Manager- review & correct timecards	Employee - log in/out of Kronos as normal Manager- review & correct timecards	Employee - log in/out of Kronos as normal Manager- review & correct timecards	Employee - log in/out of Kronos as normal Manager- review & correct timecards	Employee - log in/out of Kronos as normal
9	10	11	12	13	14	15
Employee - log in/out of Kronos as normal	Employee - log in/out of Kronos as normal Manager- review & correct timecards	Employee - log in/out of Kronos as normal Manager- review & correct timecards	Employee - log in/out of Kronos as normal Manager - Review/correct timecards - Provide Payroll estimated Monthly hrs.: Dec 16 to 31 Deadline-12 noon Payroll - Key/upload estimated Monthly employees' hrs. Dec 16 to 31 in SAP	Employee - log in/out of Kronos as normal Manager- review & correct timecards Payroll - Key/upload the estimated Monthly employees' hrs. Dec 16 to 31 in SAP	Employee - log in/out of Kronos as normal Manager- review & correct timecards Payroll - Key/upload estimated Monthly hrs. Dec 16-31 in SAP	Employee - log in/out of Kronos as normal
16	17	18	19	20	21	22
Employee - log in/out of Kronos as normal	Employee - log in/out of Kronos as normal Manager - review & correct timecards - Approve timecards - 10:00 am Payroll – Sign-off Payroll Request Prefile-11:30 am Request BDC-12:30 pm EASI – Process Kronos Pay– 1 pm Payroll - Key/upload estimated Monthly employees' hrs. Dec 16 to 31 in SAP Deadline: 5pm (Changes after 5pm contact Central Payroll Off-cycle Cheques.)Deadline: 12 noon, Dec 19	Employee - log in/out of Kronos as normal Manager- review & correct timecards	Employee - log in/out of Kronos as normal Manager- review & correct timecards Reminder: Last Off-Cycle Run - 2018 Deadline-12 noon	Employee - log in/out of Kronos as normal Manager - Approve hrs. for Dec 16-19 by 10:00 am Payroll – Do NOT Sign-off Pay (PARTIAL PAY) Request Prefile-11:30 am Request BDC-12:30 pm EASI – Process Pay - 1 pm Note: no changes can be made in SAP for Monthly employees as the monthly Pay would already be processed on Dec 17.	Employee - log in/out of Kronos as normal <i>Last day before University closure</i>	Employee - log in/out of Kronos as normal
23	24	25	26	27	28	29
Employee - log in/out of Kronos as normal	Employee - log in/out of Kronos as normal	Employee - log in/out of Kronos as normal	Employee - log in/out of Kronos as normal	Employee - log in/out of Kronos as normal	Employee - log in/out of Kronos as normal	Employee - log in/out of Kronos as normal
30	31					
Employee –login/out of Kronos as normal	Employee - log in/out of Kronos as normal					

January 2019 – Bi-weekly and Monthly Calendar

IMPORTANT: Management is advised to send advance communication to Employees, Managers/Supervisors, & Payroll staff regarding the steps to be taken and their deadlines as listed below.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<p>PP#02, 2019 (Dec 30-Jan 12) (All processes are back to normal)</p> <p>Employee - log in/out of Kronos as normal</p>	<p style="text-align: right;">1</p> <p>Employee - log in/out of Kronos as normal</p>	<p style="text-align: right;">2</p> <p>Employee – log in/out of Kronos as normal</p> 	<p style="text-align: right;">3</p> <p>Employee - log in/out of Kronos as normal</p>	<p style="text-align: right;">4</p> <p>Employee - log in/out of Kronos as normal</p>	<p style="text-align: right;">5</p> <p>Employee - log in/out of Kronos as normal</p>	<p style="text-align: right;">6</p> <p>Employee - log in/out of Kronos as normal</p>
<p style="text-align: right;">7</p> <p>Employee - log in/out of Kronos as normal</p>	<p style="text-align: right;">8</p> <p>Employee - log in/out of Kronos as normal</p> <p>Manager- review & correct timecards</p>	<p style="text-align: right;">9</p> <p>Employee - log in/out of Kronos as normal</p> <p>Manager- review & correct timecards</p> <p>Follow-up - review hrs. for Dec 20 to 29, confirm & approve actual hrs. worked. Submit any revisions to Payroll Deadline: 12 noon</p> <p>Payroll - confirm with EASI, when the Bi-weekly pay (Dec 16 to 29) is ready for sign-off. Deadline: 12:30</p> <p>EASI takes over to sign off Kronos Pay Deadline: 1pm</p>	<p style="text-align: right;">10</p> <p>Employee - log in/out of Kronos as normal</p> <p>Manager- review & correct timecards</p>	<p style="text-align: right;">11</p> <p>Employee - log in/out of Kronos as normal</p> <p>Manager- review & correct timecards</p>	<p style="text-align: right;">12</p> <p>Employee - log in/out of Kronos as normal</p>	<p style="text-align: right;">13</p> <p>Employee - log in/out of Kronos as normal</p>
<p style="text-align: right;">14</p> <p>Employee - log in/out of Kronos as normal</p>	<p style="text-align: right;">15</p> <p>Employee - log in/out of Kronos as normal</p> <p>Manager - review & correct timecards - Approve timecards -10:00 am</p> <p>Payroll – Sign-off Pay Request Prefile-11:30 am Request BDC-12:30 pm EASI – Process Pay by 1 pm</p>	<p style="text-align: right;">16</p> <p>SAP – normal Pay Process</p>	<p style="text-align: right;">17</p>	<p style="text-align: right;">18</p>	<p style="text-align: right;">19</p>	<p style="text-align: right;">20</p>