December 2019 – 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 PP#26, 2019 (Dec 1-14) **Employee** - log in/out of Kronos as normal	**2** **Employee** - log in/out of Kronos as normal **Manager**- review & correct timecards	**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
8 **Employee** - log in/out of Kronos as normal	**9** **Employee** - log in/out of Kronos as normal **Manager**- review & correct timecards	**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
15 PP#01, 2020 (Dec 15-28) **Employee** - log in/out of Kronos as normal	**16** **Employee** - log in/out of Kronos as normal **Manager** - review & correct timecards - **Approve timecards** -**10:00 am** **Payroll** – Sign-off Pay *Request Profile*-**11:30 am** *Request BDC*-**12:30 pm** **EASI** – Process Pay - **1 pm** *Additional Changes – key in SAP.Deadline:* **5 pm** *Changes after 5pm, contact Central Payroll for Off-cycle Cheques. Deadline:* **12 noon, Dec 18**	**17** **Employee** - log in/out of Kronos as normal **Manager** - review & correct timecards - Provide Payroll **estimated** Bi-weekly hrs.: **Dec 19 to 28 Deadline**-**12 noon** **Payroll** - Key/upload estimated Bi-weekly employees' hrs. Dec 19 to 28 in SAP	**18** **Employee** - log in/out of Kronos as normal **Manager** - Review & correct timecards **Payroll** - Key/upload estimated Bi-weekly employees' hrs. **Dec 19 to 28 in SAP** **Reminder:** Last Off-Cycle 2019 **Deadline**-**12 noon**	**19** **Employee** - log in/out of Kronos as normal **Manager** - Review & correct timecards - **Approve hrs. for Dec 15-18 by 10:00 am** **Payroll** **Do NOT Sign-off Pay** (*PARTIAL PAY: Dec 15-18*) *Request Profile*-**11:30 am** *Request BDC*-**12:30 pm** **EASI** – Process Kronos Pay by **1 pm** **Payroll** - Key/upload estimated Bi-weekly employees' hrs. **Dec 19 to 28 in SAP** *Deadline:* **5 pm**	**20** **Employee** - log in/out of Kronos as normal **Manager**- review & correct timecards *Last day before University closure*	**21** **Employee** - log in/out of Kronos as normal
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
30 PP#02, 2020 (Dec 29-Jan 11) **Employee** - log in/out of Kronos as normal	**31** **Employee** - log in/out of Kronos as normal					

December 2019 – 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
1 **Employee** - log in/out of Kronos as normal	**2** **Employee** - log in/out of Kronos as normal **Manager**- review & correct timecards	**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
8 **Employee** - log in/out of Kronos as normal	**9** **Employee** - log in/out of Kronos as normal **Manager**- review & correct timecards	**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 - Provide Payroll **estimated** Monthly hrs.: **Dec 15 to 31 Deadline-12 noon** **Payroll** - Key/upload estimated Monthly employees' hrs. Dec 15 to 31 **in SAP**	**12** **Employee** - log in/out of Kronos as normal **Manager**- review & correct timecards **Payroll** - Key/upload the estimated Monthly employees' hrs. **Dec 15 to 31 in SAP**	**13** **Employee** - log in/out of Kronos as normal **Manager**- review & correct timecards **Payroll** - **Key/upload estimated Monthly hrs. Dec 15-31 in SAP**	**14** **Employee** - log in/out of Kronos as normal
15 **Employee** - log in/out of Kronos as normal	**16** **Employee** - log in/out of Kronos as normal **Manager** - review & correct timecards - Approve timecards -**10:00 am** **Payroll** – Sign-off Payroll *Request Profile*-**11:30 am** *Request BDC*-**12:30 pm** **EASI** – Process Kronos Pay– **1 pm** **Payroll** - Key/upload estimated Monthly employees' hrs. **Dec 15 to 31 in SAP Deadline: 5pm** (*Changes after 5pm contact Central Payroll Off-cycle) Cheques) Deadline:* **12 noon, Dec 18**	**17** **Employee** - log in/out of Kronos as normal **Manager**- review & correct timecards	**18*** **Employee** - log in/out of Kronos as normal **Manager**- review & correct timecards ***Reminder:** Last Off-Cycle Run - 2019 **Deadline-12 noon**	**19** **Employee** - log in/out of Kronos as normal **Manager** - Approve hrs. for **Dec 15-18** by **10:00 am** **Payroll – Do NOT** Sign-off Pay (*PARTIAL PAY*) *Request Profile*-**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 16.**	**20** **Employee** - log in/out of Kronos as normal *Last day before University closure*	**21** **Employee** - log in/out of Kronos as normal
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** –login/out of Kronos as normal	**30** **Employee** - log in/out of Kronos as normal	**31** **Employee** –login/out of Kronos as normal				

January 2020 – 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
PP#02, 2019 29 **(Dec 29-Jan 11)** **(All processes are back to normal)** **Employee** - log in/out of Kronos as normal	30 **Employee** - log in/out of Kronos as normal	31 **Employee** – log in/out of Kronos as normal	1 **Employee** - log in/out of Kronos as normal	2 **Employee** - log in/out of Kronos as normal	3 **Employee** - log in/out of Kronos as normal	4 **Employee** - log in/out of Kronos as normal
5 **Employee** - log in/out of Kronos as normal	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 **Follow-up -** review hrs. for Dec 19 to 28, confirm & approve actual hrs. worked. **Submit any revisions to Payroll** *Deadline:* **12 noon** **Payroll** - confirm with EASI, when the Bi-weekly pay (Dec 15 to 28) is ready for sign-off. *Deadline:* **12:30** **EASI** takes over to sign off Kronos Pay *Deadline:* **1pm**	8 **Employee** - log in/out of Kronos as normal **Manager**- review & correct timecards	9 **Employee** - log in/out of Kronos as normal **Manager**- review & correct timecards	10 **Employee** - log in/out of Kronos as normal **Manager**- review & correct timecards	11 **Employee** - log in/out of Kronos as normal
12 **Employee** - log in/out of Kronos as normal	13 **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 by **1 pm**	14 **SAP – normal Pay Process**	15	16	17	18