

December

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
	1 Run A off-cycle* for 11/22/03 PPED	2	3 Run B off-cycle* for 11/22/03 PPED	4	5 PAYDAY	6
7	8 Run C off-cycle* for 11/22/03 PPED	9 -Paysheets Created -1 st Pre-Calc for 12/6/03 PPED	10 -2 nd Pre-Calc for 12/6/03 PPED	11 -3 rd Pre-Calc for 12/6/03 PPED	12 -Regent on-cycle files due by 6:00 am. -Final Pay Calc and Pay Confirm for 12/6/03 PPED.	13
14	15 -Run A off-cycle * for 12/6/03 PPED -2003 DA-180 forms deadline for adjustments.	16	17 Run B off-cycle* for 12/6/03 PPED	18	19 PAYDAY Last on-cycle checks for 2003 -Regent Run C off- cycle files due 5:00 pm	20
21	22 -Run C off-cycle* for 12/6 PPED -Last off-cycle for 2003 paycheck adjustments and reversals, Check Issue Date 12/24/03. -Paysheets Created -1 st Pre-Calc for 12/20/03 PPED	23 -2 nd Pre-Calc for 12/20/03 PPED -Regent on-cycle files due by 6:00 am.	24 -Final Pay Calc and Pay Confirm for 12/20/03 PPED. -Regents Run A off cycle files due 5:00 pm Last off-cycle checks for 2003	25 CHRISTMAS HOLIDAY	26 CHRISTMAS HOLIDAY	27
28	29 -Run A off-cycle * for 12/20/03 PPED	31	31 -Run B off-cycle * for 12/20/03 PPED	1 NEWS YEARS DAY HOLIDAY	2 PAYDAY	3

2003

* The deadline for submitting off-cycle files for the Regents Institutions is 5:00 p.m. on the preceding business day.

