PAYROLL CALENDAR

In order to have paychecks ready in time for a particular pay date,

1. All payroll data entry must be entered by a deadline.
2. Information that affects pay (deductions, tax withholding) must be in the system by the deadline.

These deadlines are published on a Payroll calendar. The Payroll Calendar is provide every six months and published in two parts:

1. July-December
2. January-July
   (Each part corresponds to one half of the fiscal year and each month is split out by BFS processing month)

It may be located at: http://controller.berkeley.edu/payroll/Schedules/index.htm

Example of calendar:
The alternate grey and white differentiate ledger months.

<table>
<thead>
<tr>
<th>CYC</th>
<th>PAY CYCLE END DATE</th>
<th>HCM FINAL TO SET UP ROSTER FOR BEGINNING OF CYCLE</th>
<th>TIME ROSTER AVAILABLE TO UPDATE</th>
<th>LEAVE ROSTER AVAILABLE TO UPDATE</th>
<th>CALTIME SIGN OFF</th>
<th>AYSO FINAL DEADLINE</th>
<th>HCM FINAL UPDATE FOR PAY EXCEPTION TIME</th>
<th>HCM FINAL UPDATE FOR PAY POSITIVE TIME</th>
<th>OPTRS FINAL DEADLINE</th>
<th>CHECK DATE</th>
<th>PPPS302 LEDGER MONTH</th>
</tr>
</thead>
<tbody>
<tr>
<td>B1</td>
<td>10/7/14</td>
<td>10/7/14</td>
<td>10/9/14</td>
<td>10/9/14</td>
<td>10/15/14</td>
<td>10/15/14</td>
<td>10/15/14 (3PM)</td>
<td>10/15/14</td>
<td>10/16/14</td>
<td>10/22/14</td>
<td></td>
</tr>
<tr>
<td>MO</td>
<td>10/30/14</td>
<td>10/30/14</td>
<td>10/30/14</td>
<td>10/30/14</td>
<td>10/23/14</td>
<td>10/23/14</td>
<td>10/23/14 (3PM)</td>
<td>10/23/14</td>
<td>10/24/14</td>
<td>10/1/14</td>
<td></td>
</tr>
<tr>
<td>B2</td>
<td>11/1/14</td>
<td>11/1/14</td>
<td>11/1/14</td>
<td>11/1/14</td>
<td>11/1/14</td>
<td>N/A</td>
<td>11/1/14 (3PM)</td>
<td>11/1/14</td>
<td>11/1/14</td>
<td>11/1/14</td>
<td></td>
</tr>
<tr>
<td>B1</td>
<td>12/9/14</td>
<td>12/9/14</td>
<td>12/9/14</td>
<td>12/9/14</td>
<td>12/1/14</td>
<td>N/A</td>
<td>12/1/14 (3PM)</td>
<td>12/1/14</td>
<td>12/1/14</td>
<td>12/1/14</td>
<td></td>
</tr>
<tr>
<td>MO</td>
<td>12/22/14</td>
<td>12/22/14</td>
<td>12/22/14</td>
<td>12/22/14</td>
<td>12/30/14</td>
<td>12/30/14</td>
<td>12/30/14 (3PM)</td>
<td>12/30/14</td>
<td>12/31/14</td>
<td>1/1/14</td>
<td></td>
</tr>
<tr>
<td>B2</td>
<td>1/1/14</td>
<td>1/1/14</td>
<td>1/1/14</td>
<td>1/1/14</td>
<td>1/1/14</td>
<td>N/A</td>
<td>1/1/14 (3PM)</td>
<td>1/1/14</td>
<td>1/1/14</td>
<td>1/1/14</td>
<td></td>
</tr>
<tr>
<td>B1</td>
<td>2/1/14</td>
<td>2/1/14</td>
<td>2/1/14</td>
<td>2/1/14</td>
<td>2/9/14</td>
<td>N/A</td>
<td>2/9/14 (3PM)</td>
<td>2/9/14</td>
<td>2/9/14</td>
<td>2/9/14</td>
<td></td>
</tr>
</tbody>
</table>

Reading the Payroll Calendar
To find what cycle we are in on any given date within the year, you will need to follow the steps below when looking at the Payroll calendar.

1. Look at ‘OPTRS Final Deadline Date’ Column. Find the date that is closest to, but still greater than the OPTRS deadline date.
2. In the same row, move to the left until you reach the ‘Time Roster Available’ column. Make sure that today's date is equal to or greater than that date as well.
3. Continue to the left until you get to the ‘Cycle’ and ‘Pay Cycle End Date’ columns. This is the current open cycle.

NOTE:
Every process month has a B1, B2 and an MO cycle. That pattern is repeated every month and through the year. It is a combination of the cycle and the cycle end date that specifies the check date for any given cycle.
You will always need to be aware of the cycle and cycle end date when scheduling transactions in OPTRS.
Column Headings on Calendar

CYCLE:
- There are typically 3 cycles in the month and each month the cycles repeat (as conveyed by the alternating shades of grey and white to designate different ledger months)

PAY CYCLE END DATE:
- This is essentially the final day of the pay that will be included in the cycle. You will need to know the pay cycle end date to enter pay in OPTRS.

HCM FINAL TO SET UP ROSTER FOR BEGINNING OF CYCLE
- This is the final day that HCM administrators can update a record in HCM for positive pay employees so that it updates the Roster correctly in OPTRS

TIME ROSTER/LEAVE ROSTERS AVAILABLE:
- This is the first day that you can begin entering time in OPTRS and you can begin entering Leave adjustments in OPTRS.

TIMEKEEPER SIGN-OFF:
- This is the deadline in which timekeepers must login to CalTime and sign-off on CalTime hours to be sent to the payroll system. Additional information regarding sign-off can be found on the CalTime website at http://caltime.berkeley.edu/training/caltime-training-timekeepers

AYSO (at your service website):
- Employees can update information on the AYSO website that affects pay deductions (i.e taxes). Information must be updated by the deadline date in that column in order for it to be process for that specified pay date.

HCM FINAL UPDATE FOR PAY POSITIVE TIME EMPLOYEES
- This is the final day HCM (Human Capital Management) Administrators can update HCM for positive pay employees so that it will update OPTRS correctly.

HCM FINAL UPDATE FOR PAY EXCEPTION TIME EMPLOYEES:
- HCM (Human Capital Management) Administrator must enter all changes into HCM by the deadline listed on this column otherwise the update will not go into effect for pay cycle listed on the calendar.

OPTRS FINAL DEADLINE:
- All entries for an open pay cycle must be entered by this deadline date. Once the Final deadline date passes that pay cycle has ended for the month. For example, you are trying to get an employee paid by a check date; you want to look at the corresponding cycle that row for the current month. Entry must be made on or after the Roster is available and before or on the OPTRS Final Deadline.

CHECK DATE:
- The check date on each row on the calendar is associated with the cycle on the same row located to the far left on the calendar

PPP5302 LEDGER DATE:
- The calendar month in which the transactions and associated pay cycles will post to the financial ledger.