

January 2020

# SAO Processing Calendar

January 2020

Payroll Working Days: 23							as of 12-18-2019							Color Key: WOLFS Calendar Payroll Calendar						
Sunday		Monday		Tuesday		Wednesday		Thursday		Friday		Saturday								
						<b>1 State Holiday</b> 6:30a-10:00p Payroll available ESS/MSS available on Holidays 6:30a-10:00p WOLFS available No WOLFS Run		2		3		4								
6		6		7		8		9		10 Payroll available until 5:00p ESS/MSS available until 5:00p WOLFS available until 5:00p No WOLFS Run		11 Payroll, ESS, MSS unavailable (Maintenance) WOLFS unavailable (Maintenance)								
12 Payroll, ESS, MSS unavailable (Maintenance) WOLFS unavailable (Maintenance)		13		14		15		16		17 5p Final transactions due to A&I/HRD, EGI, SAO UMB payments process by Noon		18								
19		20 State Holiday 6:30a-10:00p Payroll available ESS/MSS available on Holidays 6:30a-10:00p WOLFS available No WOLFS Run		21		22 5p A&I/HRD approvals done 5p Hand Warrants due SAO		23 Agency day to finish transactions 1p Payroll Interfaces Due		24 Payroll available until 12p Contact SAO if TADJs process for employees with garnishments W2 PDF 12p & Payroll Run		25 Limited Payroll availability Limited ESS/MSS availability								
26 Limited Payroll availability Limited ESS/MSS availability		27 Limited Payroll availability Limited ESS/MSS availability		28 Limited Payroll availability Limited ESS/MSS availability		29		30		31 6:30a-5:00p WOLFS available WOLFS Run & Monthly 5p										

HRM Payroll will be available from **6:30am** to **10:00pm** each day, including Holidays, unless otherwise noted.

**WOLFS and Payroll Help Desks** will be staffed from **8:00am** to **5:00pm** on business days, excluding Holidays.

WOLFS will be available from **6:30am** to **6:30pm** and will run every business day (M-F) unless otherwise noted. On weekends and Holidays WOLFS is available from **6:30am** to **10:00pm** unless otherwise noted.

Employee Self Service (ESS) and Manager Self Service (MSS) will be available (24 hours a day) unless otherwise noted.

WOLFS warrants will be available for pickup at **11:00am** the business day after the WOLFS Run.

WOLFS interface files and certification emails are due to SAO by **1:00pm** for the **WOLFS Run** unless otherwise indicated.

February 2020

# SAO Processing Calendar

February 2020

Payroll Working Days: 20

as of 12-18-2019

Color Key: **WOLFS Calendar** **Payroll Calendar**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1 WOLFS unavailable (Month End)
2 WOLFS unavailable (Month End)	3	4	5	6	7 Payroll available until 5:00p ESS/MSS available until 5:00p WOLFS available until 5:00p No WOLFS Run	8 Payroll, ESS, MSS unavaliabe (Maintenance) WOLFS unavailable (Maintenance)
9 Payroll, ESS, MSS unavaliabe (Maintenance) WOLFS unavailable (Maintenance)	10	11	12	13	14	15
16	17 <b>State Holiday</b> 6:30a-10:00p Payroll available ESS/MSS available on Holidays 6:30a-10:00p WOLFS available No WOLFS Run	18 5p Final transactions due to A&I/HRD, EGL, SAO UMB payments process by Noon	19 5p A&I/HRD approvals done 5p Hand Warrants due SAO	20 Agency day to finish transactions 1p Payroll Interfaces Due	21 6:30a-5:00p Payroll available Contact SAO if TADJs process for employees with garnishments Payroll Run at 5p	22 Limited Payroll availability Limited ESS/MSS availability
23 Limited Payroll availability Limited ESS/MSS availability	24 Limited Payroll availability Limited ESS/MSS availability	25 Limited Payroll availability Limited ESS/MSS availability	26	27	28 6:30a-5:00p WOLFS available WOLFS Run & Monthly 5p	29 WOLFS unavailable (Month End)

HRM Payroll will be available from **6:30am** to **10:00pm** each day, including Holidays, unless otherwise noted.

WOLFS and Payroll Help Desks will be staffed from **8:00am** to **5:00pm** on business days, excluding Holidays.

WOLFS will be available from **6:30am** to **6:30pm** and will run every business day (M-F) unless otherwise noted. On weekends and Holidays WOLFS is available from **6:30am** to **10:00pm** unless otherwise noted.

Employee Self Service (ESS) and Manager Self Service (MSS) will be available (**24 hours a day**) unless otherwise noted.

WOLFS warrants will be available for pickup at **11:00am** the business day after the WOLFS Run.

WOLFS interface files and certification emails are due to SAO by **1:00pm** for the **WOLFS Run** unless otherwise indicated.

March 2020

# SAO Processing Calendar

March 2020

Payroll Working Days: 22

as of 12-18-2019

Color Key: **WOLFS Calendar** **Payroll Calendar**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 WOLFS unavailable (Month End)	2	3	4	5	6	7
8	9	10	11	12	13 Payroll available until 5:00p ESS/MSS available until 5:00p WOLFS available until 5:00p No WOLFS Run	14 Payroll, ESS, MSS unavaliable (Maintenance) WOLFS unavailable (Maintenance)
15 Payroll, ESS, MSS unavaliable (Maintenance) WOLFS unavailable (Maintenance)	16	17 UMB payments process by Noon	18 5p Final transactions due to A&I/HRD, EGI, SAO	19	20 5p A&I/HRD approvals done 5p Hand Warrants due SAO	21
22	23 Agency day to finish transactions 1p Payroll Interfaces Due	24 6:30a-5:00p Payroll available Contact SAO if TADJs process for employees with garnishments Payroll Run at 5p	25 Limited Payroll availability Limited ESS/MSS availability	26 Limited Payroll availability Limited ESS/MSS availability	27	28
29	30	31 6:30a-5:00p WOLFS available WOLFS Run & Monthly 5p				

HRM Payroll will be available from **6:30am** to **10:00pm** each day, including Holidays, unless otherwise noted.

WOLFS and Payroll Help Desks will be staffed from **8:00am** to **5:00pm** on business days, excluding Holidays.

WOLFS will be available from **6:30am** to **6:30pm** and will run every business day (M-F) unless otherwise noted. On weekends and Holidays WOLFS is available from **6:30am** to **10:00pm** unless otherwise noted.

Employee Self Service (ESS) and Manager Self Service (MSS) will be available (24 hours a day) unless otherwise noted.

WOLFS warrants will be available for pickup at **11:00am** the business day after the WOLFS Run.

WOLFS interface files and certification emails are due to SAO by **1:00pm** for the **WOLFS Run** unless otherwise indicated.

April 2020

# SAO Processing Calendar

April 2020

Payroll Working Days: 22

as of 12-18-2019

Color Key: **WOLFS Calendar** Payroll Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 8:00a-6:30p WOLFS available	2	3	4
5	6	7	8	9	10 Payroll available until 5:00p ESS/MSS available until 5:00p WOLFS available until 5:00p No WOLFS Run	11 Payroll, ESS, MSS unavaliabe (Maintenance) WOLFS unavaliabe (Maintenance)
12 Payroll, ESS, MSS unavaliabe (Maintenance) WOLFS unavaliabe (Maintenance)	13	14	15	16	17 5p Final transactions due to A&I/HRD, EGI, SAO UMB payments process by Noon	18
19	20	21 5p A&I/HRD approvals done 5p Hand Warrants due SAO	22 Agency day to finish transactions 1p Payroll Interfaces Due	23 6:30a-5:00p Payroll available Contact SAO if TADJs process for employees with garnishments Payroll Run at 5p	24 Limited Payroll availability Limited ESS/MSS availability	25 Limited Payroll availability Limited ESS/MSS availability
26 Limited Payroll availability Limited ESS/MSS availability	27 Limited Payroll availability Limited ESS/MSS availability	28	29	30 6:30a-5:00p WOLFS available WOLFS Run & Monthly 5p		

HRM Payroll will be available from **6:30am** to **10:00pm** each day, including Holidays, unless otherwise noted.

**WOLFS and Payroll Help Desks** will be staffed from **8:00am** to **5:00pm** on business days, excluding Holidays.

WOLFS will be available from **6:30am** to **6:30pm** and will run every business day (M-F) unless otherwise noted. On weekends and Holidays WOLFS is available from **6:30am** to **10:00pm** unless otherwise noted.

Employee Self Service (ESS) and Manager Self Service (MSS) will be available (**24 hours a day**) unless otherwise noted.

WOLFS warrants will be available for pickup at **11:00am** the business day after the WOLFS Run.

WOLFS interface files and certification emails are due to SAO by **1:00pm** for the **WOLFS Run** unless otherwise indicated.

# SAO Processing Calendar

Payroll Working Days: 21

as of 12-18-2019

Color Key: **WOLFS Calendar** **Payroll Calendar**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 8:00a-6:30p WOLFS available	2
3	4	5	6	7	8 Payroll available until 5:00p ESS/MSS available until 5:00p WOLFS available until 5:00p No WOLFS Run	9 Payroll, ESS, MSS unavaliabe (Maintenance) WOLFS unavailable (Maintenance)
10 Payroll, ESS, MSS unavaliabe (Maintenance) WOLFS unavailable (Maintenance)	11	12	13	14	15	16
17	18 5p Final transactions due to A&I/HRD, EGI, SAO UMB payments process by Noon	19 5p A&I/HRD approvals done 5p Hand Warrants due SAO	20 Agency day to finish transactions 1p Payroll Interfaces Due	21 6:30a-5:00p Payroll available Contact SAO if TADJs process for employees with garnishments Payroll Run at 5p	22 Limited Payroll availability Limited ESS/MSS availability	23 Limited Payroll availability Limited ESS/MSS availability
24 Limited Payroll availability Limited ESS/MSS availability	25 <b>State Holiday</b> Limited Payroll availability Limited ESS/MSS availability 6:30a-10:00p WOLFS available No WOLFS Run	26 Limited Payroll availability Limited ESS/MSS availability	27	28	29 6:30a-5:00p WOLFS available WOLFS Run & Monthly 5p	30 WOLFS unavailable (Month End)
31 WOLFS unavailable (Month End)						

HRM Payroll will be available from **6:30am** to **10:00pm** each day, including Holidays, unless otherwise noted.

**WOLFS** and **Payroll Help Desks** will be staffed from **8:00am** to **5:00pm** on business days, excluding Holidays.

WOLFS will be available from **6:30am** to **6:30pm** and will run every business day (M-F) unless otherwise noted. On weekends and Holidays WOLFS is available from **6:30am** to **10:00pm** unless otherwise noted.

Employee Self Service (ESS) and Manager Self Service (MSS) will be available (24 hours a day) unless otherwise noted.

WOLFS warrants will be available for pickup at **11:00am** the business day after the WOLFS Run.

WOLFS interface files and certification emails are due to SAO by **1:00pm** for the **WOLFS Run** unless otherwise indicated.

June 2020

# SAO Processing Calendar

June 2020

Payroll Working Days: 22

as of 12-18-2019

Color Key: **WOLFS Calendar** **Payroll Calendar**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8	9	10	11	12 Payroll available until 5:00p ESS/MSS available until 5:00p WOLFS available until 5:00p <b>No WOLFS Run</b>	13 Payroll, ESS, MSS unavailable (Maintenance) WOLFS unavailable (Maintenance)
14 Payroll, ESS, MSS unavailable (Maintenance) WOLFS unavailable (Maintenance)	15	16	17 5p Final transactions due to A&I/HRD, EGI, SAO UMB payments process by Noon	18 Last Day for Purchasing Encumbrances	19 5p A&I/HRD approvals done 5p Hand Warrants due SAO	20
21	22 Agency day to finish transactions 1p Payroll Interfaces Due Last Day for GAE Mass Encumbrances	23 6:30a-5:00p Payroll available Contact SAO if TADJs process for employees with garnishments Payroll Run at 5p	24 Limited Payroll availability Limited ESS/MSS availability	25 Limited Payroll availability Limited ESS/MSS availability	26	27
28	29	30 6:30a-3:00p WOLFS available WOLFS Run & Monthly 3:00p				

HRM Payroll will be available from **6:30am** to **10:00pm** each day, including Holidays, unless otherwise noted.

**WOLFS** and **Payroll Help Desks** will be staffed from **8:00am** to **5:00pm** on business days, excluding Holidays.

WOLFS will be available from **6:30am** to **6:30pm** and will run every business day (M-F) unless otherwise noted. On weekends and Holidays WOLFS is available from **6:30am** to **10:00pm** unless otherwise noted.

Employee Self Service (ESS) and Manager Self Service (MSS) will be available (24 hours a day) unless otherwise noted.

WOLFS warrants will be available for pickup at **11:00am** the business day after the WOLFS Run.

WOLFS interface files and certification emails are due to SAO by **1:00pm** for the **WOLFS Run** unless otherwise indicated.

July 2020

# SAO Processing Calendar

July 2020

Payroll Working Days: 23							as of 12-18-2019							Color Key: WOLFS Calendar Payroll Calendar						
Sunday		Monday		Tuesday		Wednesday		Thursday		Friday		Saturday								
						1 8:00a-6:30p WOLFS available		2		3 State Holiday 6:30a-10:00p Payroll available ESS/MSS available on Holidays 6:30a-10:00p WOLFS available No WOLFS Run		4								
5 6:30a-12:00p WOLFS available Annual Fiscal Year Close (12:00p Start)		6 WOLFS unavailable Annual Fiscal Year Close		7 WOLFS unavailable Annual Fiscal Year Close		8 12:00p-6:30p WOLFS available Annual Fiscal Year Close (12:00p End) WOLFS Run at 6:30p		9		10 Payroll available until 5:00p ESS/MSS available until 5:00p WOLFS available until 5:00p No WOLFS Run		11 Payroll, ESS, MSS unavaliabe (Maintenance) WOLFS unavailable (Maintenance)								
12 Payroll, ESS, MSS unavaliabe (Maintenance) WOLFS unavailable (Maintenance)		13		14		15		16		17 UMB payments process by Noon		18								
19		20 5p Final transactions due to A&I/HRD, EGI, SAO		21		22 5p A&I/HRD approvals done 5p Hand Warrants due SAO		23 Agency day to finish transactions 1p Payroll Interfaces Due		24 6:30a-5:00p Payroll available Contact SAO if TADJs process for employees with garnishments Payroll Run at 5p		25 Limited Payroll availability Limited ESS/MSS availability								
26 Limited Payroll availability Limited ESS/MSS availability		27 Limited Payroll availability Limited ESS/MSS availability		28 Limited Payroll availability Limited ESS/MSS availability		29		30		31 6:30a-5:00p WOLFS available WOLFS Run & Monthly 5p										

HRM Payroll will be available from **6:30am** to **10:00pm** each day, including Holidays, unless otherwise noted.

WOLFS and Payroll Help Desks will be staffed from **8:00am** to **5:00pm** on business days, excluding Holidays.

WOLFS will be available from **6:30am** to **6:30pm** and will run every business day (M-F) unless otherwise noted. On weekends and Holidays WOLFS is available from **6:30am** to **10:00pm** unless otherwise noted.

Employee Self Service (ESS) and Manager Self Service (MSS) will be available (24 hours a day) unless otherwise noted.

WOLFS warrants will be available for pickup at **11:00am** the business day after the WOLFS Run.

WOLFS interface files and certification emails are due to SAO by **1:00pm** for the **WOLFS Run** unless otherwise indicated.

# SAO Processing Calendar

Payroll Working Days: 20

as of 12-18-2019

Color Key: **WOLFS Calendar** Payroll Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1 WOLFS unavailable (Month End)
2 WOLFS unavailable (Month End)	3	4	5	6	7 Payroll available until 5:00p ESS/MSS available until 5:00p WOLFS available until 5:00p <b>No WOLFS Run</b>	8 Payroll, ESS, MSS unavaliabe (Maintenance) WOLFS unavailable (Maintenance)
9 Payroll, ESS, MSS unavaliabe (Maintenance) WOLFS unavailable (Maintenance)	10	11	12	13	14	15
16	17 UMB payments process by Noon	18 5p Final transactions due to A&I/HRD, EGI, SAO	19	20 5p A&I/HRD approvals done 5p Hand Warrants due SAO	21 Agency day to finish transactions <b>1p Payroll Interfaces Due</b>	22
23	24 6:30a-5:00p Payroll available Contact SAO if TADJs process for employees with garnishments <b>Payroll Run at 5p</b>	25 Limited Payroll availability Limited ESS/MSS availability	26 Limited Payroll availability Limited ESS/MSS availability	27 6:30a-10:00p Payroll available	28	29
30	31 6:30a-5:00p WOLFS available <b>WOLFS Run &amp; Monthly 5p</b>					

HRM Payroll will be available from **6:30am** to **10:00pm** each day, including Holidays, unless otherwise noted.

**WOLFS and Payroll Help Desks** will be staffed from **8:00am** to **5:00pm** on business days, excluding Holidays.

WOLFS will be available from **6:30am** to **6:30pm** and will run every business day (M-F) unless otherwise noted. On weekends and Holidays WOLFS is available from **6:30am** to **10:00pm** unless otherwise noted.

Employee Self Service (ESS) and Manager Self Service (MSS) will be available (**24 hours a day**) unless otherwise noted.

WOLFS warrants will be available for pickup at **11:00am** the business day after the WOLFS Run.

WOLFS interface files and certification emails are due to SAO by **1:00pm** for the **WOLFS Run** unless otherwise indicated.



September 2020

# SAO Processing Calendar

September 2020

Payroll Working Days: 22

as of 12-18-2019

Color Key: **WOLFS Calendar** **Payroll Calendar**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 8:00a-6:30p WOLFS available	2	3	4	5
6	7 <b>State Holiday</b> 6:30a-10:00p Payroll available ESS/MSS available on Holidays 6:30a-10:00p WOLFS available <b>No WOLFS Run</b>	8	9	10	11 Payroll available until <b>5:00p</b> ESS/MSS available until <b>5:00p</b> WOLFS available until <b>5:00p</b> <b>No WOLFS Run</b>	12 Payroll, ESS, MSS unavailable (Maintenance) WOLFS unavailable (Maintenance)
13 Payroll, ESS, MSS unavailable (Maintenance) WOLFS unavailable (Maintenance)	14	15	16	17 5p Final transactions due to A&I/HRD, EGI, SAO <b>UMB payments process by Noon</b>	18	19
20	21 5p A&I/HRD approvals done 5p Hand Warrants due SAO	22 Agency day to finish transactions <b>1p Payroll Interfaces Due</b>	23 6:30a- <b>5:00p</b> Payroll available Contact SAO if TADJs process for employees with garnishments <b>Payroll Run at 5p</b>	24 Limited Payroll availability Limited ESS/MSS availability	25 Limited Payroll availability Limited ESS/MSS availability	26
27	28	29	30 6:30a- <b>5:00p</b> WOLFS available <b>WOLFS Run &amp; Monthly 5p</b>			

HRM Payroll will be available from **6:30am** to **10:00pm** each day, including Holidays, unless otherwise noted.

**WOLFS and Payroll Help Desks** will be staffed from **8:00am** to **5:00pm** on business days, excluding Holidays.

WOLFS will be available from **6:30am** to **6:30pm** and will run every business day (M-F) unless otherwise noted. On weekends and Holidays WOLFS is available from **6:30am** to **10:00pm** unless otherwise noted.

Employee Self Service (ESS) and Manager Self Service (MSS) will be available (**24 hours a day**) unless otherwise noted.

WOLFS warrants will be available for pickup at **11:00am** the business day after the WOLFS Run.

WOLFS interface files and certification emails are due to SAO by **1:00pm** for the **WOLFS Run** unless otherwise indicated.

October 2020

# SAO Processing Calendar

October 2020

Payroll Working Days: 22							as of 12-18-2019							Color Key: WOLFS Calendar Payroll Calendar						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2	3													
					8:00a-6:30p WOLFS available															
4	5	6	7	8	9	10														
					Payroll available until 5:00p ESS/MSS available until 5:00p WOLFS available until 5:00p No WOLFS Run	Payroll, ESS, MSS unavaliabe (Maintenance) WOLFS unavailable (Maintenance)														
11	12	13	14	15	16	17														
Payroll, ESS, MSS unavaliabe (Maintenance) WOLFS unavailable (Maintenance)	Columbus Day (Bank Holiday)																			
18	19	20	21	22	23	24														
	5p Final transactions due to A&I/HRD, EGI, SAO UMB payments process by Noon		5p A&I/HRD approvals done 5p Hand Warrants due SAO	6:30a-5:00p Payroll available Agency day to finish transactions 1p Payroll Interfaces Due	Limited Payroll availability Contact SAO if TADJs process for employees with garnishments Payroll Run at 5p	Limited Payroll availability Limited ESS/MSS availability														
25	26	27	28	29	30	31														
Limited Payroll availability Limited ESS/MSS availability	Limited Payroll availability Limited ESS/MSS availability	Limited Payroll availability Limited ESS/MSS availability			6:30a-5:00p WOLFS available WOLFS Run & Monthly 5p	WOLFS unavailable (Month End)														

HRM Payroll will be available from **6:30am** to **10:00pm** each day, including Holidays, unless otherwise noted.

WOLFS and Payroll Help Desks will be staffed from **8:00am** to **5:00pm** on business days, excluding Holidays.

WOLFS will be available from **6:30am** to **6:30pm** and will run every business day (M-F) unless otherwise noted. On weekends and Holidays WOLFS is available from **6:30am** to **10:00pm** unless otherwise noted.

Employee Self Service (ESS) and Manager Self Service (MSS) will be available (**24 hours a day**) unless otherwise noted.

WOLFS warrants will be available for pickup at **11:00am** the business day after the WOLFS Run.

WOLFS interface files and certification emails are due to SAO by **1:00pm** for the **WOLFS Run** unless otherwise indicated.

# SAO Processing Calendar

Payroll Working Days: 21

as of 12-18-2019

Color Key: **WOLFS Calendar** Payroll Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 WOLFS unavailable (Month End)	2	3	4	5	6	7
8	9	10	11 <b>State Holiday</b> 6:30a-10:00p Payroll available ESS/MSS available on Holidays 6:30a-10:00p WOLFS available <b>No WOLFS Run</b>	12	13 Payroll available until <b>5:00p</b> ESS/MSS available until <b>5:00p</b> WOLFS available until <b>5:00p</b> <b>No WOLFS Run</b>	14 Payroll, ESS, MSS unavailiable (Maintenance) WOLFS unavailable (Maintenance)
15 Payroll, ESS, MSS unavailiable (Maintenance) WOLFS unavailable (Maintenance)	16 5p Final transactions due to A&I/HRD, EGI, SAO	17 <b>UMB payments process by Noon</b>	18 5p A&I/HRD approvals done 5p Hand Warrants due SAO	19 Agency day to finish transactions <b>1p Payroll Interfaces Due</b>	20 Contact SAO if TADJs process for employees with garnishments <b>Payroll Run at 5p</b>	21 Limited Payroll availability Limited ESS/MSS availability
22 Limited Payroll availability Limited ESS/MSS availability	23 Limited Payroll availability Limited ESS/MSS availability	24 Limited Payroll availability Limited ESS/MSS availability	25	26 <b>State Holiday</b> 6:30a-10:00p Payroll available ESS/MSS available on Holidays 6:30a-10:00p WOLFS available <b>No WOLFS Run</b>	27	28
29	30 6:30a- <b>5:00p</b> WOLFS available <b>WOLFS Run &amp; Monthly 5p</b>					

HRM Payroll will be available from **6:30am** to **10:00pm** each day, including Holidays, unless otherwise noted.

**WOLFS and Payroll Help Desks** will be staffed from **8:00am** to **5:00pm** on business days, excluding Holidays.

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WOLFS warrants will be available for pickup at **11:00am** the business day after the WOLFS Run.

WOLFS interface files and certification emails are due to SAO by **1:00pm** for the **WOLFS Run** unless otherwise indicated.

# SAO Processing Calendar

Payroll Working Days: 23

as of 12-18-2019

Color Key: **WOLFS Calendar** **Payroll Calendar**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 8:00a-6:30p WOLFS available	2	3	4	5
6	7	8	9	10	11 Payroll available until 5:00p ESS/MSS available until 5:00p WOLFS available until 5:00p No WOLFS Run	12 Payroll, ESS, MSS unavailable (Maintenance) WOLFS unavailable (Maintenance)
13 Payroll, ESS, MSS unavaliabe (Maintenance) WOLFS unavailable (Maintenance)	14	15	16 5p Final transactions due to A&I/HRD, EGI, SAO	17 UMB payments process by Noon	18 5p A&I/HRD approvals done 5p Hand Warrants due SAO	19
20	21 Agency day to finish transactions 1p Payroll Interfaces Due	22 6:30a-5:00p Payroll available Contact SAO if TADJs process for employees with garnishments Payroll Run at 5p	23 Limited Payroll availability Limited ESS/MSS availability	24 Limited Payroll availability Limited ESS/MSS availability	25 <b>State Holiday</b> 6:30a-10:00p Payroll available ESS/MSS available on Holidays 6:30a-10:00p WOLFS available No WOLFS Run	26
27	28	29	30	31 6:30a-Noon WOLFS available WOLFS Interfaces due 9a WOLFS Run & Monthly 12p		

HRM Payroll will be available from **6:30am** to **10:00pm** each day, including Holidays, unless otherwise noted.

**WOLFS and Payroll Help Desks** will be staffed from **8:00am** to **5:00pm** on business days, excluding Holidays.

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WOLFS interface files and certification emails are due to SAO by **1:00pm** for the **WOLFS Run** unless otherwise indicated.