January 2020

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

HRM Payroll will be available from <u>6:30am</u> to <u>8:00pm</u> each day, including Holidays, unless otherwise noted.

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

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

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

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

February 2020

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

HRM Payroll will be available from <u>6:30am</u> to <u>8:00pm</u> each day, including Holidays, unless otherwise noted.

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

WOLFS will be available from <u>6:30am</u> to <u>6:30pm</u> and will run every business day (M-F) unless otherwise noted. On weekends and Holidays WOLFS is available from <u>6:30am</u> to <u>10:00pm</u> 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 <u>11:00am</u> the business day after the WOLFS Run.



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

HRM Payroll will be available from <u>6:30am</u> to <u>8:00pm</u> each day, including Holidays, unless otherwise noted.

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

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

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

WOLFS warrants will be available for pickup at <u>11:00am</u> the business day after the WOLFS Run.





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

HRM Payroll will be available from <u>**6:30am**</u> to <u>**8:00pm**</u> each day, including Holidays, unless otherwise noted.

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

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



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

HRM Payroll will be available from <u>6:30am</u> to <u>8:00pm</u> each day, including Holidays, unless otherwise noted.

(Month End)

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

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

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

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

June 2020

Payroll Working Days: 22			as of 12-18-2019 Color Key: WOLFS Calendar Payroll Calendar			ll Calendar
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	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	Payroll, ESS, MSS unavaliable (Maintenance) WOLFS unavailable (Maintenance)
Payroll, ESS, MSS unavaliable (Maintenance) WOLFS unavailable (Maintenance)	15	16	5p Final transactions due to A&I/HRD, EGI, SAO UMB payments process by Noon	Last Day for Purchasing Encumbrances	5p A&I/HRD approvals done 5p Hand Warrants due SAO	20
21	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	Limited Payroll availability Limited ESS/MSS availability	Limited Payroll availability Limited ESS/MSS availability	26	27
28	29	30 6:30a- <mark>3:00p</mark> WOLFS available WOLFS Run & Monthly 3:00p				

HRM Payroll will be available from <u>6:30am</u> to <u>8:00pm</u> each day, including Holidays, unless otherwise noted.

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

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

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

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

July 2020

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

HRM Payroll will be available from <u>6:30am</u> to <u>8:00pm</u> each day, including Holidays, unless otherwise noted.

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

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

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

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



August 2020

	Payroll Working Days: 21		as of 12-18-2019	Color Key	: WOLFS Calendar Payro	WOLFS Calendar Payroll Calendar		
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday		
						1		
						THOLES 1111		
						WOLFS unavailable		
	I -	Γ.	T _	T .	T _	(Month End)		
2	3	4	5	6	7	8		
					Payroll available until 5:00p	Payroll, ESS, MSS unavaliable		
					ESS/MSS available until 5:00p	(Maintenance)		
WOLFS unavailable					WOLFS available until 5:00p	WOLFS unavailable		
(Month End)					No WOLFS Run	(Maintenance)		
9	10	11	12	13	14	15		
Payroll, ESS, MSS unavaliable								
(Maintenance)								
WOLFS unavailable								
(Maintenance)								
16	17	18	19	20	21	22		
		5p Final transactions due		5p A&I/HRD approvals done	Agency day to			
		to A&I/HRD, EGI, SAO		5p Hand Warrants due SAO	finish transactions			
	UMB payments process by Noon				1p Payroll Interfaces Due			
23	24	25	26	27	28	29		
	6:30a- <mark>5:00p</mark> Payroll available			6:30a-10:00p Payroll available				
	Contact SAO if TADJs process for	Limited Payroll availability	Limited Payroll availability					
	employees with garnishments	Limited ESS/MSS availability	Limited ESS/MSS availability					
	Payroll Run at 5p							
30	31							
	6:30a- <mark>5:00p</mark> WOLFS available							
	6:30a- <mark>5:00p</mark> WOLFS available WOLFS Run & Monthly 5p							

HRM Payroll will be available from <u>6:30am</u> to <u>8:00pm</u> each day, including Holidays, unless otherwise noted.

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

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

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

WOLFS warrants will be available for pickup at <u>11:00am</u> the business day after the WOLFS Run.

September 2020

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

HRM Payroll will be available from <u>**6:30am**</u> to <u>**8:00pm**</u> each day, including Holidays, unless otherwise noted.

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

WOLFS will be available from <u>6:30am</u> to <u>6:30pm</u> and will run every business day (M-F) unless otherwise noted. On weekends and Holidays WOLFS is available from <u>6:30am</u> to <u>10:00pm</u> 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 <u>11:00am</u> the business day after the WOLFS Run.





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
				0.00 - (.20 - M/OLEC: labla		
4	5	6	7	8:00a-6:30p WOLFS available	o o	10
1			,		Payroll available until 5:00p	Payroll, ESS, MSS unavaliable
					ESS/MSS available until 5:00p	(Maintenance)
					WOLFS available until 5:00p	WOLFS unavailable
					No WOLFS Run	(Maintenance)
11	12	13	14	15	16	17
Payroll, ESS, MSS unavaliable	Columbus Day (Bank Holiday)					
(Maintenance)						
WOLFS unavailable						
(Maintenance)						
18	19	20	21	22	23	24
				6:30a- <mark>5:00p</mark> Payroll available	Limited Payroll availability	Limited Payroll availability
	5p Final transactions due		5p A&I/HRD approvals done	Agency day to	Contact SAO if TADJs process for	Limited ESS/MSS availability
	to A&I/HRD, EGI, SAO		5p Hand Warrants due SAO	finish transactions	employees with garnishments	
	UMB payments process by Noon			1p Payroll Interfaces Due	Payroll Run at 5p	
25	26	27	28	29	30	31
Limited Payroll availability	Limited Payroll availability	Limited Payroll availability				
Limited ESS/MSS availability	Limited ESS/MSS availability	Limited ESS/MSS availability			6:30a- <mark>5:00p</mark> WOLFS available	WOLFS unavailable
					WOLFS Run & Monthly 5p	(Month End)

HRM Payroll will be available from <u>6:30am</u> to <u>8:00pm</u> 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 <u>6:30am</u> to <u>6:30pm</u> and will run every business day (M-F) unless otherwise noted. On weekends and Holidays WOLFS is available from <u>6:30am</u> to <u>10:00pm</u> unless otherwise noted.

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

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



Payroll Working Days: 21

WOLFS Run & Monthly 5p

SAO Processing Calendar



Taylon Working Days. 21			as of 12-10-2017 Coloi Rey. Wolf o Calcitual Taylor Calcitual			
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
WOLFS unavailable						
(Month End)						
8	9	10	11 State Holiday	12	13	14
			6:30a-10:00p Payroll available		Payroll available until 5:00p	Payroll, ESS, MSS unavaliable
			ESS/MSS available on Holidays		ESS/MSS available until 5:00p	(Maintenance)
			6:30a-10:00p WOLFS available		WOLFS available until 5:00p	WOLFS unavailable
			No WOLFS Run		No WOLFS Run	(Maintenance)
15	16	17	18	19	20	21
Payroll, ESS, MSS unavaliable						
(Maintenance)	5p Final transactions due		5p A&I/HRD approvals done	Agency day to	Contact SAO if TADJs process for	Limited Payroll availability
WOLFS unavailable	to A&I/HRD, EGI, SAO	UMB payments process by Noon	5p Hand Warrants due SAO	finish transactions	employees with garnishments	Limited ESS/MSS availability
(Maintenance)				1p Payroll Interfaces Due	Payroll Run at 5p	
22	23	24	25	26 State Holiday	27	28
Limited Payroll availability	Limited Payroll availability	Limited Payroll availability		6:30a-10:00p Payroll available		
Limited ESS/MSS availability	Limited ESS/MSS availability	Limited ESS/MSS availability		ESS/MSS available on Holidays		
				6:30a-10:00p WOLFS available		
				No WOLFS Run		
29	30					
	6:30a- <mark>5:00p</mark> WOLFS available					

HRM Payroll will be available from <u>6:30am</u> to <u>8:00pm</u> each day, including Holidays, unless otherwise noted.

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

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

Color Kev: WOLFS Calendar Payroll Calendar

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

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





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

HRM Payroll will be available from <u>6:30am</u> to <u>8:00pm</u> each day, including Holidays, unless otherwise noted.

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

WOLFS will be available from <u>6:30am</u> to <u>6:30pm</u> and will run every business day (M-F) unless otherwise noted. On weekends and Holidays WOLFS is available from <u>6:30am</u> to <u>10:00pm</u> 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 <u>11:00am</u> the business day after the WOLFS Run.