January

State Auditor's Office
Processing Calendar

Number of Working Days: 21 **Last Modified December 10, 2020**

Maintenance
Limited Payroll
UMB
Payroll Deadlines

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 STATE HOLIDAY WOLFS UNAVAILABLE	2 WOLFS UNAVAILABLE
3 WOLFS UNAVAILABLE	4	5	6	7	8 Payroll available until 5pm ESS/MSS available until 5pm WOLFS available until 5pm MAINTENANCE NO WOLFS RUN	9 Payroll, ESS, MSS unavailable WOLFS unavailable MAINTENANCE WOLFS UNAVAILABLE
10 Payroll, ESS, MSS unavailable WOLFS unavailable MAINTENANCE	11	12	13	14	15	16
17	18 STATE HOLIDAY 6:30am-10pm Payroll Available ESS/MSS available on holidays 6:30am-10pm WOLFS available NO WOLFS RUN	19 5p Final Transactions Due to A&I/HRD, EGI, SAO UMB PAYMENTS DUE 12PM	20 5pm A&I/HRD approvals done	21 Agency day to finish transactions PAYROLL INTERFACES DUE 1PM	22 Payroll available until 12pm Contact SAO if TADJs process for empolyees with garnishments W2 PDF 12PM & PAYROLL RUN	23 Limited Payroll availability Limited ESS/MSS availability LIMITED PAYROLL
24 Limited Payroll availability Limited ESS/MSS availability LIMITED PAYROLL	25 Limited Payroll availability Limited ESS/MSS availability LIMITED PAYROLL	26 Limited Payroll availability Limited ESS/MSS availability LIMITED PAYROLL	27	28	29 6:30am-5pm WOLFS available WOLFS RUN & MONTHLY 5PM	30 WOLFS UNAVAILABLE
31 WOLFS UNAVAILABLE						

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

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

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

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.

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 by 1:00pm (for WOLFS Run) unless otherwise noted.

February

State Auditor's Office
Processing Calendar

Number of Working Days: 20 **Last Modified December 10, 2020**

Maintenance
Limited Payroll
UMB
Payroll Deadlines

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8	9	10	11	12 Payroll available until 5pm ESS/MSS available until 5pm WOLFS available until 5pm **MAINTENANCE** **NO WOLFS RUN**	13 Payroll, ESS, MSS unavailable WOLFS unavailable **MAINTENANCE** **WOLFS UNAVAILABLE**
14 Payroll, ESS, MSS unavailable WOLFS unavailable **MAINTENANCE**	15 **STATE HOLIDAY** 6:30am-10pm Payroll Available ESS/MSS available on holidays 6:30am-10pm WOLFS available **NO WOLFS RUN**	16	17 5pm A&I/HRD approvals done 5p Final Transactions Due to A&I/HRD, EGI, SAO **UMB PAYMENTS DUE 12PM**	18 Agency day to finish transactions **PAYROLL INTERFACES DUE 1PM**	19 Payroll available until 5pm Contact SAO if TADJs process for employees with garnishments **PAYROLL RUN**	20 Limited Payroll availability Limited ESS/MSS availability **LIMITED PAYROLL**
21 Limited Payroll availability Limited ESS/MSS availability **LIMITED PAYROLL**	22 Limited Payroll availability Limited ESS/MSS availability **LIMITED PAYROLL**	23 Limited Payroll availability Limited ESS/MSS availability **LIMITED PAYROLL**	24	25	26 6:30am-5pm WOLFS available **WOLFS RUN & MONTHLY 5PM**	27 **WOLFS UNAVAILABLE**
28 **WOLFS UNAVAILABLE**						

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

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

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

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.

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 by 1:00pm (for WOLFS Run) unless otherwise noted.

March

State Auditor's Office
Processing Calendar

Number of Working Days: 23 **Last Modified December 10, 2020**

Maintenance
Limited Payroll
UMB
Payroll Deadlines

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8	9	10	11	12 Payroll available until 5pm ESS/MSS available until 5pm WOLFS available until 5pm **MAINTENANCE** **NO WOLFS RUN**	13 Payroll, ESS, MSS unavailable WOLFS unavailable **MAINTENANCE** **WOLFS UNAVAILABLE**
14 Payroll, ESS, MSS unavailable WOLFS unavailable **MAINTENANCE**	15	16	17 5p Final Transactions Due to A&I/HRD, EGI, SAO **UMB PAYMENTS DUE 12PM**	18	19	20
21	22 5pm A&I/HRD approvals done	23 Agency day to finish transactions **PAYROLL INTERFACES DUE 1PM**	24 Payroll available until 5pm Contact SAO if TADJs process for employees with garnishments **PAYROLL RUN**	25 Limited Payroll availability Limited ESS/MSS availability **LIMITED PAYROLL**	26 Limited Payroll availability Limited ESS/MSS availability **LIMITED PAYROLL**	27 Limited Payroll availability Limited ESS/MSS availability **LIMITED PAYROLL**
28 Limited Payroll availability Limited ESS/MSS availability **LIMITED PAYROLL**	29	30	31 **WOLFS RUN & MONTHLY 5PM**			

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

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

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

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.

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 by 1:00pm (for WOLFS Run) unless otherwise noted.

April

State Auditor's Office
Processing Calendar

Number of Working Days: 22 **Last Modified December 10, 2020**

Maintenance
Limited Payroll
UMB
Payroll Deadlines

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6	7	8	9 Payroll available until 5pm ESS/MSS available until 5pm WOLFS available until 5pm **MAINTENANCE** **NO WOLFS RUN**	10 Payroll, ESS, MSS unavailable WOLFS unavailable **MAINTENANCE** **WOLFS UNAVAILABLE**
11 Payroll, ESS, MSS unavailable WOLFS unavailable **MAINTENANCE**	12	13	14	15	16	17
18	19 5p Final Transactions Due to A&I/HRD, EGI, SAO **UMB PAYMENTS DUE 12PM**	20	21 5pm A&I/HRD approvals done	22 Agency day to finish transactions **PAYROLL INTERFACES DUE 1PM**	23 Payroll available until 5pm Contact SAO if TADJs process for employees with garnishments **PAYROLL RUN**	24 Limited Payroll availability Limited ESS/MSS availability **LIMITED PAYROLL**
25 Limited Payroll availability Limited ESS/MSS availability **LIMITED PAYROLL**	26 Limited Payroll availability Limited ESS/MSS availability **LIMITED PAYROLL**	27 Limited Payroll availability Limited ESS/MSS availability **LIMITED PAYROLL**	28	29	30 **WOLFS RUN & MONTHLY 5PM**	

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

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

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

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.

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 by 1:00pm (for WOLFS Run) unless otherwise noted.

May

State Auditor's Office
Processing Calendar

Number of Working Days: 21 **Last Modified December 10, 2020**

Maintenance
Limited Payroll
UMB
Payroll Deadlines

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1 WOLFS UNAVAILABLE
2 WOLFS UNAVAILABLE	3	4	5	6	7 Payroll available until 5pm ESS/MSS available until 5pm WOLFS available until 5pm MAINTENANCE NO WOLFS RUN	8 Payroll, ESS, MSS unavailable WOLFS unavailable MAINTENANCE WOLFS UNAVAILABLE
9 Payroll, ESS, MSS unavailable WOLFS unavailable MAINTENANCE	10	11	12	13	14	15
16	17 5p Final Transactions Due to A&I/HRD, EGI, SAO UMB PAYMENTS DUE 12PM	18	19 5pm A&I/HRD approvals done	20 Agency day to finish transactions PAYROLL INTERFACES DUE 1PM	21 Payroll available until 5pm Contact SAO if TADJs process for employees with garnishments PAYROLL RUN	22 Limited Payroll availability Limited ESS/MSS availability LIMITED PAYROLL
23 Limited Payroll availability Limited ESS/MSS availability LIMITED PAYROLL	24 Limited Payroll availability Limited ESS/MSS availability LIMITED PAYROLL	25 Limited Payroll availability Limited ESS/MSS availability LIMITED PAYROLL	26	27	28 WOLFS RUN & MONTHLY 5PM	29 WOLFS UNAVAILABLE
30 WOLFS UNAVAILABLE	31 STATE HOLIDAY WOLFS UNAVAILABLE					

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

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

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

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.

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 by 1:00pm (for WOLFS Run) unless otherwise noted.

June

State Auditor's Office
Processing Calendar

Number of Working Days: 22 **Last Modified December 10, 2020**

Maintenance
Limited Payroll
UMB
Payroll Deadlines

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7	8	9	10	11 Payroll available until 5pm ESS/MSS available until 5pm WOLFS available until 5pm **MAINTENANCE** **NO WOLFS RUN**	12 Payroll, ESS, MSS unavailable WOLFS unavailable **MAINTENANCE** **WOLFS UNAVAILABLE**
13 Payroll, ESS, MSS unavailable WOLFS unavailable **MAINTENANCE** **WOLFS UNAVAILABLE**	14	15	16	17 5p Final Transactions Due to A&I/HRD, EGI, SAO **UMB PAYMENTS DUE 12PM**	18	19
20	21 5pm A&I/HRD approvals done	22 Agency day to finish transactions **PAYROLL INTERFACES DUE 1PM**	23 Payroll available until 5pm Contact SAO if TADJs process for employees with garnishments **PAYROLL RUN**	24 Limited Payroll availability Limited ESS/MSS availability **LIMITED PAYROLL**	25 Limited Payroll availability Limited ESS/MSS availability **LIMITED PAYROLL**	26 Limited Payroll availability Limited ESS/MSS availability **LIMITED PAYROLL**
27 Limited Payroll availability Limited ESS/MSS availability **LIMITED PAYROLL**	28	29	30 **WOLFS DOWN @ 3PM**			

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

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

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

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.

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 by 1:00pm (for WOLFS Run) unless otherwise noted.

July

State Auditor's Office
Processing Calendar

Number of Working Days: 22 **Last Modified December 10, 2020**

Maintenance
Limited Payroll
UMB
Payroll Deadlines

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5 **STATE HOLIDAY** 6:30am-10pm Payroll Available ESS/MSS available on holidays 6:30am-10pm WOLFS available **NO WOLFS RUN**	6	7	8	9 Payroll available until 5pm ESS/MSS available until 5pm WOLFS available until 5pm **MAINTENANCE** **NO WOLFS RUN**	10 Payroll, ESS, MSS unavailable WOLFS unavailable **MAINTENANCE** **WOLFS UNAVAILABLE**
11 Payroll, ESS, MSS unavailable WOLFS unavailable **MAINTENANCE** **WOLFS UNAVAILABLE**	12	13	14	15	16	17 **ANNUAL FISCAL YEAR CLOSE** **WOLFS UNAVAILABLE**
18 **ANNUAL FISCAL YEAR CLOSE** **WOLFS UNAVAILABLE**	19 **ANNUAL FISCAL YEAR CLOSE** **WOLFS UNAVAILABLE**	20 5p Final Transactions Due to A&I/HRD, EGI, SAO **UMB PAYMENTS DUE 12PM**	21 5pm A&I/HRD approvals done	22 Agency day to finish transactions **PAYROLL INTERFACES DUE 1PM**	23 Payroll available until 5pm Contact SAO if TADJs process for employees with garnishments **PAYROLL RUN**	24 Limited Payroll availability Limited ESS/MSS availability **LIMITED PAYROLL**
25 Limited Payroll availability Limited ESS/MSS availability **LIMITED PAYROLL**	26 Limited Payroll availability Limited ESS/MSS availability **LIMITED PAYROLL**	27 Limited Payroll availability Limited ESS/MSS availability **LIMITED PAYROLL**	28	29	30 **WOLFS RUN & MONTHLY 5PM**	31 **WOLFS UNAVAILABLE**

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

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

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

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.

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 by 1:00pm (for WOLFS Run) unless otherwise noted.

August

State Auditor's Office
Processing Calendar

Number of Working Days: 22 **Last Modified December 10, 2020**

Maintenance
Limited Payroll
UMB
Payroll Deadlines

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 WOLFS UNAVAILABLE	2	3	4	5	6	7
8	9	10	11	12	13 Payroll available until 5pm ESS/MSS available until 5pm WOLFS available until 5pm MAINTENANCE NO WOLFS RUN	14 Payroll, ESS, MSS unavailable WOLFS unavailable MAINTENANCE WOLFS UNAVAILABLE
15 Payroll, ESS, MSS unavailable WOLFS unavailable MAINTENANCE WOLFS UNAVAILABLE	16	17 5p Final Transactions Due to A&I/HRD, EGI, SAO UMB PAYMENTS DUE 12PM	18	19	20 5pm A&I/HRD approvals done	21
22	23 Agency day to finish transactions PAYROLL INTERFACES DUE 1PM	24 Payroll available until 5pm Contact SAO if TADJs process for employees with garnishments PAYROLL RUN	25 Limited Payroll availability Limited ESS/MSS availability LIMITED PAYROLL	26 Limited Payroll availability Limited ESS/MSS availability LIMITED PAYROLL	27	28
29	30	31 WOLFS RUN & MONTHLY 5PM				

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

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

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

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.

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 by 1:00pm (for WOLFS Run) unless otherwise noted.

September State Auditor's Office Processing Calendar

Number of Working Days: 22 **Last Modified December 10, 2020**

Maintenance
Limited Payroll
UMB
Payroll Deadlines

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6 **STATE HOLIDAY** 6:30am-10pm Payroll Available ESS/MSS available on holidays 6:30am-10pm WOLFS available **NO WOLFS RUN**	7	8	9	10 Payroll available until 5pm ESS/MSS available until 5pm WOLFS available until 5pm **MAINTENANCE** **NO WOLFS RUN**	11 Payroll, ESS, MSS unavailable WOLFS unavailable **MAINTENANCE** **WOLFS UNAVAILABLE**
12 Payroll, ESS, MSS unavailable WOLFS unavailable **MAINTENANCE** **WOLFS UNAVAILABLE**	13	14	15	16	17 5p Final Transactions Due to A&I/HRD, EGI, SAO **UMB PAYMENTS DUE 12PM**	18
19	20	21 5pm A&I/HRD approvals done	22 Agency day to finish transactions **PAYROLL INTERFACES DUE 1PM**	23 Payroll available until 5pm Contact SAO if TADJs process for employees with garnishments **PAYROLL RUN**	24 Limited Payroll availability Limited ESS/MSS availability **LIMITED PAYROLL**	25 Limited Payroll availability Limited ESS/MSS availability **LIMITED PAYROLL**
26 Limited Payroll availability Limited ESS/MSS availability **LIMITED PAYROLL**	27 Limited Payroll availability Limited ESS/MSS availability **LIMITED PAYROLL**	28	29	30 **WOLFS RUN & MONTHLY 5PM**		

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

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

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

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.

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 by 1:00pm (for WOLFS Run) unless otherwise noted.

October

State Auditor's Office
Processing Calendar

Number of Working Days: 21 **Last Modified December 10, 2020**

Maintenance
Limited Payroll
UMB
Payroll Deadlines

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6	7	8 Payroll available until 5pm ESS/MSS available until 5pm WOLFS available until 5pm **MAINTENANCE** **NO WOLFS RUN**	9 Payroll, ESS, MSS unavailable WOLFS unavailable **MAINTENANCE** **WOLFS UNAVAILABLE**
10 Payroll, ESS, MSS unavailable WOLFS unavailable **MAINTENANCE** **WOLFS UNAVAILABLE**	11 **BANK HOLIDAY**	12	13	14	15	16
17	18 5p Final Transactions Due to A&I/HRD, EGI, SAO **UMB PAYMENTS DUE 12PM**	19	20 5pm A&I/HRD approvals done	21 Agency day to finish transactions **PAYROLL INTERFACES DUE 1PM**	22 Payroll available until 5pm Contact SAO if TADJs process for employees with garnishments **PAYROLL RUN**	23 Limited Payroll availability Limited ESS/MSS availability **LIMITED PAYROLL**
24 Limited Payroll availability Limited ESS/MSS availability **LIMITED PAYROLL**	25 Limited Payroll availability Limited ESS/MSS availability **LIMITED PAYROLL**	26 Limited Payroll availability Limited ESS/MSS availability **LIMITED PAYROLL**	27	28	29 **WOLFS RUN & MONTHLY 5PM**	30 **WOLFS UNAVAILABLE**
31 **WOLFS UNAVAILABLE**						

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

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

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

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.

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 by 1:00pm (for WOLFS Run) unless otherwise noted.

November

State Auditor's Office
Processing Calendar

Number of Working Days: 22 **Last Modified December 10, 2020**

Maintenance
Limited Payroll
UMB
Payroll Deadlines

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8	9	10	11 **STATE HOLIDAY** 6:30am-10pm Payroll Available ESS/MSS available on holidays 6:30am-10pm WOLFS available **NO WOLFS RUN**	12 Payroll available until 5pm ESS/MSS available until 5pm WOLFS available until 5pm **MAINTENANCE** **NO WOLFS RUN**	13 Payroll, ESS, MSS unavailable WOLFS unavailable **MAINTENANCE** **WOLFS UNAVAILABLE**
14 Payroll, ESS, MSS unavailable WOLFS unavailable **MAINTENANCE** **WOLFS UNAVAILABLE**	15	16	17 5pm A&I/HRD approvals done 5p Final Transactions Due to A&I/HRD, EGI, SAO **UMB PAYMENTS DUE 12PM**	18 Agency day to finish transactions **PAYROLL INTERFACES DUE 1PM**	19 Payroll available until 5pm Contact SAO if TADJs process for employees with garnishments **PAYROLL RUN**	20
21	22 Limited Payroll availability Limited ESS/MSS availability **LIMITED PAYROLL**	23 Limited Payroll availability Limited ESS/MSS availability **LIMITED PAYROLL**	24	25 **STATE HOLIDAY** 6:30am-10pm Payroll Available ESS/MSS available on holidays 6:30am-10pm WOLFS available **NO WOLFS RUN**	26	27
28	29	30 **WOLFS RUN & MONTHLY 5PM**				

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

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

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

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.

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 by 1:00pm (for WOLFS Run) unless otherwise noted.

December

State Auditor's Office
Processing Calendar

Number of Working Days: 23 **Last Modified December 10, 2020**

Maintenance
Limited Payroll
UMB
Payroll Deadlines

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7	8	9	10 Payroll available until 5pm ESS/MSS available until 5pm WOLFS available until 5pm **MAINTENANCE** **NO WOLFS RUN**	11 Payroll, ESS, MSS unavailable WOLFS unavailable **MAINTENANCE** **WOLFS UNAVAILABLE**
12 Payroll, ESS, MSS unavailable WOLFS unavailable **MAINTENANCE** **WOLFS UNAVAILABLE**	13	14	15	16	17 5p Final Transactions Due to A&I/HRD, EGI, SAO **UMB PAYMENTS DUE 12PM**	18
19	20 5pm A&I/HRD approvals done	21 Agency day to finish transactions **PAYROLL INTERFACES DUE 1PM**	22 Payroll available until 5pm Contact SAO if TADJs process for employees with garnishments **PAYROLL RUN**	23 Limited Payroll availability Limited ESS/MSS availability **LIMITED PAYROLL**	24 **STATE HOLIDAY** 6:30am-10pm Payroll Available ESS/MSS available on holidays 6:30am-10pm WOLFS available **NO WOLFS RUN**	25 Limited Payroll availability Limited ESS/MSS availability **LIMITED PAYROLL**
26 Limited Payroll availability Limited ESS/MSS availability **LIMITED PAYROLL**	27 Limited Payroll availability Limited ESS/MSS availability **LIMITED PAYROLL**	28	29	30 **WOLFS RUN & MONTHLY 5PM**	31 **STATE HOLIDAY** **WOLFS UNAVAILABLE**	

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

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

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

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.

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 by 1:00pm (for WOLFS Run) unless otherwise noted.