

## June 2006 – IS Availability Calendar

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1 All HR Payroll resp. on	2 All HR Payroll resp. on	3 All HR Payroll resp. on
4 All HR Payroll resp. on	5 All HR Payroll resp. on	6 <b>Bi-weekly PPE</b> All HR Payroll resp. on	7 All HR Payroll resp. on	8 All HR Payroll resp. on	9 <b>Semi-Monthly PPE</b> All HR Payroll responsibilities on	10 All HR Payroll responsibilities on
11 All HR Payroll resp. on <u>Scheduled to be disabled @ 5pm</u> -Timekeepers, Semi/Monthly & Bi-weekly -HRMS Specialist -Faculty/Staff Reviewer	12 Time Keeper Resp. on @ 5am for: -semi/monthly pay period 6/10– 6/24 -bi-weekly 6/7 – 6/20  <u>Out of System:</u> -HRMS Specialist -Faculty Staff	13 <u>Out of System:</u> -HRMS Specialist -Faculty Staff Reviewer	14 All HR Payroll resp. on @ 5am	15 All HR Payroll resp. on	16 All HR Payroll resp. on	17 All HR Payroll resp. on
18 All HR Payroll resp. on	19 All HR Payroll resp. on	20 <b>Bi-weekly PPE</b> All HR Payroll resp. on	21 All HR Payroll resp. on	22 All HR Payroll resp. on  <u>Disable @ 5pm</u> -HRMS Specialist -Faculty Staff Reviewer	23  <u>Out of System:</u> -HRMS Specialist -Faculty Staff	24 <b>Semi-Monthly &amp; Monthly PPE</b>  <u>Out of System:</u> -HRMS Specialist -Faculty Staff
25 <u>Scheduled to be disabled @ 5pm</u> -Timekeepers, Semi/Monthly & Bi-weekly  <u>Out of System:</u> -HRMS Specialist -Faculty Staff	26 Time Keeper Resp. on @ 5am for: - semi/monthly pay period 6/25– 7/9 -bi-weekly 6/21 – 7/4  <u>Out of System:</u> -HRMS Specialist -Faculty Staff Reviewer	27 <u>Out of System:</u> -HRMS Specialist -Faculty Staff Reviewer	28 All HR Payroll resp. on @ 5am	29 All HR Payroll resp. on	30 All HR Payroll resp. on	