

January 2012

Number of Working Days: 22

SAO Processing Calendar (All Systems)

Color Key:

ESS Calendar
HRM Payroll Calendar

infoAdvantage Calendar
WOLFS Calendar

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1 ESS unavailable (Holiday) Payroll unavailable (Holiday) infoAdv unavailable (Holiday) WOLFS unavailable (Holiday)	2 State Holiday ESS unavailable (Holiday) Payroll unavailable (Holiday) infoAdv unavailable (Holiday) WOLFS unavailable (Holiday)	3 6:30am-10pm ESS available 6:30am-10pm Payroll available 6:30am-5pm infoAdv available 6:30am-5pm WOLFS available 5pm WOLFS Run	4 6:30am-10pm ESS available 6:30am-10pm Payroll available 6:30am-10pm infoAdv available 6:30am-10pm WOLFS available	5 6:30am-10pm ESS available 6:30am-10pm Payroll available 6:30am-5pm infoAdv available 6:30am-5pm WOLFS available 5pm WOLFS Run	6 6:30am-10pm ESS available 6:30am-10pm Payroll available 6:30am-10pm infoAdv available 6:30am-10pm WOLFS available	7 6:30am-10pm ESS available 6:30am-10pm Payroll available 6:30am-10pm infoAdv available 6:30am-10pm WOLFS available
8 6:30am-10pm ESS available 6:30am-10pm Payroll available 6:30am-10pm infoAdv available 6:30am-10pm WOLFS available	9 6:30am-10pm ESS available 6:30am-10pm Payroll available 6:30am-5pm infoAdv available 6:30am-5pm WOLFS available 5pm WOLFS Run	10 6:30am-10pm ESS available 6:30am-10pm Payroll available 6:30am-10pm infoAdv available 6:30am-10pm WOLFS available	11 6:30am-10pm ESS available 6:30am-10pm Payroll available 6:30am-10pm infoAdv available 6:30am-10pm WOLFS available	12 6:30am-3pm ESS available 6:30am-3pm Payroll available 3pm W2 load to ESS/Payroll 6:30am-5pm infoAdv available 6:30am-5pm WOLFS available 5pm WOLFS Run	13 6:30am-5pm ESS available 6:30am-5pm Payroll available *5pm Final transactions due to A&I/HRD, Grp Ins, SAO(NPD&MISC) 6:30am-5pm infoAdv available 6:30am-5pm WOLFS available *UMB payments processed by noon	14 ESS unavailable (Maint.) Payroll unavailable (Maint.) infoAdv unavailable (Maint.) WOLFS unavailable (Maint.)
15 ESS unavailable (Maint.) Payroll unavailable (Maint.) infoAdv unavailable (Maint.) WOLFS unavailable (Maint.)	16 State Holiday ESS unavailable (Holiday) Payroll unavailable (Holiday) infoAdv unavailable (Holiday) WOLFS unavailable (Holiday)	17 6:30am-10pm ESS available 6:30am-10pm Payroll available 6:30am-5pm infoAdv available 6:30am-5pm WOLFS available 5pm WOLFS Run	18 6:30am-10pm ESS available 6:30am-10pm Payroll available *5pm Final ESMT approvals done by A&I/HRD and Final Hand Warrant requests due to SAO 9:00am-10pm infoAdv available 6:30am-10pm WOLFS available	19 6:30am-5pm ESS available 6:30am-5pm Payroll available 5pm Payroll Interface Run *Agency day to finish transactions 6:30am-5pm infoAdv available 6:30am-5pm WOLFS available 5pm WOLFS Run	20 6:30am-10pm ESS available 6:30am-10pm Payroll available 6:30am-10pm infoAdv available 6:30am-10pm WOLFS available	21 6:30am-10pm ESS available 6:30am-10pm Payroll available 6:30am-10pm infoAdv available 6:30am-10pm WOLFS available
22 6:30am-10pm ESS available 6:30am-10pm Payroll available 6:30am-10pm infoAdv available 6:30am-10pm WOLFS available	23 6:30am-5pm ESS available 6:30am-5pm Payroll available 5pm Payroll Run starts *Contact SAO if TADJs process for employees with garnishments 6:30am-5pm infoAdv available 6:30am-5pm WOLFS available 5pm WOLFS Run	24 ESS unavailable (Payroll) Payroll unavailable (Payroll) Payroll Run Day 9:00am-10pm infoAdv available 6:30am-10pm WOLFS available	25 ESS unavailable (Payroll) Payroll unavailable (Payroll) Payroll Run Day 6:30am-5pm infoAdv available 6:30am-5pm WOLFS available 5pm WOLFS pre-Retirement	26 ESS unavailable (Payroll) Payroll unavailable (Payroll) Payroll Run Day 6:30am-5pm infoAdv available 6:30am-5pm WOLFS available 5pm WOLFS Run	27 6:30am-10pm ESS available 6:30am-10pm Payroll available *9am Payroll ready for Agencies infoAdv unavailable (Retirement) 1pm-10pm WOLFS available *1pm WOLFS warrant pickup	28 6:30am-10pm ESS available 6:30am-10pm Payroll available 6:30am-10pm infoAdv available 6:30am-10pm WOLFS available
29 6:30am-10pm ESS available 6:30am-10pm Payroll available 6:30am-10pm infoAdv available 6:30am-10pm WOLFS available	30 6:30am-10pm ESS available 6:30am-10pm Payroll available 6:30am-10pm infoAdv available 6:30am-10pm WOLFS available	31 6:30am-10pm ESS available 6:30am-10pm Payroll available Electronic payroll deposit posting & warrant mailing 6:30am-4pm infoAdv available 6:30am-4pm WOLFS available 4pm WOLFS Run & Monthly	Payroll interfaces must be delivered to SAO by 1pm on the day of the Payroll Interface run. Payroll Hand Warrants will be processed the business day after receipt except when Payroll is unavailable.	2011 W-2s will be available in Employee Self Service on January 13, 2012. 2011 W-2s will be post marked no later than January 31, 2012. 2011 1099s will be post marked no later than January 31, 2012.	Vendor forms will normally be processed by the end of the next business day after receipt. WOLFS interfaces must be delivered to SAO by 2pm on the day of the WOLFS Processing run.	WOLFS Warrants will be available for pickup at 9 am the following business day unless otherwise indicated on the calendar. WOLFS Reports will be available for agency use by the date & time the calendar indicates infoAdv is available after the WOLFS Run.

February 2012

Number of Working Days: 21

SAO Processing Calendar (All Systems)

Color Key:

ESS Calendar
HRM Payroll Calendar

infoAdvantage Calendar
WOLFS Calendar

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Payroll interfaces must be delivered to SAO by 1pm on the day of the Payroll Interface run.	Payroll Hand Warrants will be processed the business day after receipt except when Payroll is unavailable.	WOLFS Reports will be available for agency use by the date & time the calendar indicates infoAdv is available after the WOLFS Run.	1 6:30am-10pm ESS available 6:30am-10pm Payroll available infoAdv unavailable (Monthly) 1:00pm-10pm WOLFS available *1pm WOLFS warrant pickup	2 6:30am-10pm ESS available 6:30am-10pm Payroll available 6:30am-5pm infoAdv available 6:30am-5pm WOLFS available 5pm WOLFS Run	3 6:30am-10pm ESS available 6:30am-10pm Payroll available 9:00am-10pm infoAdv available 6:30am-10pm WOLFS available	4 6:30am-10pm ESS available 6:30am-10pm Payroll available 6:30am-10pm infoAdv available 6:30am-10pm WOLFS available
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12 ESS unavailable (Maint.) Payroll unavailable (Maint.) infoAdv unavailable (Maint.) WOLFS unavailable (Maint.)	13 6:30am- <u>3pm</u> ESS available 6:30am- <u>3pm</u> Payroll available <u>3pm</u> Leave Balance Process 6:30am-5pm infoAdv available 6:30am-5pm WOLFS available 5pm WOLFS Run	14 6:30am-10pm ESS available 6:30am-10pm Payroll available 9:00am-10pm infoAdv available 6:30am-10pm WOLFS available	15 6:30am-10pm ESS available 6:30am-10pm Payroll available *5pm Final transactions due to A&I/HRD, Grp Ins, SAO (NPD&MISC) 6:30am-10pm infoAdv available 6:30am-10pm WOLFS available *UMB payments processed by noon	16 6:30am-10pm ESS available 6:30am-10pm Payroll available 6:30am-5pm infoAdv available 6:30am-5pm WOLFS available 5pm WOLFS Run	17 6:30am-10pm ESS available 6:30am-10pm Payroll available *5pm Final ESMT approvals done by A&I/HRD and Final Hand Warrant requests due to SAO 9:00am- <u>3pm</u> infoAdv available 6:30am- <u>3pm</u> WOLFS available <u>3pm</u> WOLFS Run (for Game & Fish Only)	18 6:30am-10pm ESS available 6:30am-10pm Payroll available infoAdv unavailable(Game&Fish) WOLFS unavailable(Game&Fish)
19 6:30am-10pm ESS available 6:30am-10pm Payroll available infoAdv unavailable(Game&Fish) WOLFS unavailable(Game&Fish)	20 State Holiday ESS unavailable (Holiday) Payroll unavailable (Holiday) infoAdv unavailable (Holiday) WOLFS unavailable (Holiday)	21 6:30am-5pm ESS available 6:30am-5pm Payroll available 5pm Payroll Interface Run *Agency day to finish transactions 6:30am-5pm infoAdv available 6:30am-5pm WOLFS available 5pm WOLFS Run	22 6:30am- <u>Noon</u> ESS available 6:30am- <u>Noon</u> Payroll available <u>Noon</u> Payroll Run starts *Contact SAO if TADJs process for employees with garnishments 9:00am-10pm infoAdv available 6:30am-5pm WOLFS available 5pm WOLFS pre-Retirement	23 ESS unavailable (Payroll) Payroll unavailable (Payroll) Payroll Run Day 6:30am-5pm infoAdv available 6:30am-5pm WOLFS available 5pm WOLFS Run	24 ESS unavailable (Payroll) Payroll unavailable (Payroll) Payroll Run Day infoAdv unavailable (Retirement) 1pm-10pm WOLFS available *1pm WOLFS warrant pickup	25 6:30am-10pm ESS available 6:30am-10pm Payroll available 6:30am-10pm infoAdv available 6:30am-10pm WOLFS available
26 6:30am-10pm ESS available 6:30am-10pm Payroll available 6:30am-10pm infoAdv available 6:30am-10pm WOLFS available	27 6:30am-10pm ESS available 6:30am-10pm Payroll available *9am Payroll ready for Agencies 6:30am-5pm infoAdv available 6:30am-5pm WOLFS available 5pm WOLFS Run	28 6:30am-10pm ESS available 6:30am-10pm Payroll available 9:00am-10pm infoAdv available 6:30am-10pm WOLFS available	29 6:30am-10pm ESS available 6:30am-10pm Payroll available Electronic payroll deposit posting & warrant mailing 6:30am- <u>4pm</u> infoAdv available 6:30am- <u>4pm</u> WOLFS available <u>4pm</u> WOLFS Run & Monthly	Vendor forms will normally be processed by the end of the next business day after receipt.		WOLFS Warrants will be available for pickup at 9 am the following business day unless otherwise indicated on the calendar.
WOLFS interfaces must be delivered to SAO by 2pm on the day of the WOLFS Processing run.						

March 2012

Number of Working Days: 22

SAO Processing Calendar (All Systems)

Color Key:

ESS Calendar
HRM Payroll Calendar

infoAdvantage Calendar
WOLFS Calendar

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<p>Payroll interfaces must be delivered to SAO by 1pm on the day of the Payroll Interface run.</p> <p>Payroll Hand Warrants will be processed the business day after receipt except when Payroll is unavailable.</p>	<p>Vendor forms will normally be processed by the end of the next business day after receipt.</p> <p>WOLFS interfaces must be delivered to SAO by 2pm on the day of the WOLFS Processing run.</p>	<p>WOLFS Warrants will be available for pickup at 9 am the following business day unless otherwise indicated on the calendar.</p>	<p>WOLFS Reports will be available for agency use by the date & time the calendar indicates infoAdv is available after the WOLFS Run.</p>	<p>1</p> <p>6:30am-10pm ESS available</p> <p>6:30am-10pm Payroll available</p> <p>infoAdv unavailable (Monthly)</p> <p>1:00pm-10pm WOLFS available</p> <p>*1pm WOLFS warrant pickup</p>	<p>2</p> <p>6:30am-10pm ESS available</p> <p>6:30am-10pm Payroll available</p> <p>6:30am-10pm infoAdv available</p> <p>6:30am-10pm WOLFS available</p>	<p>3</p> <p>6:30am-10pm ESS available</p> <p>6:30am-10pm Payroll available</p> <p>6:30am-10pm infoAdv available</p> <p>6:30am-10pm WOLFS available</p>
<p>4</p> <p>6:30am-10pm ESS available</p> <p>6:30am-10pm Payroll available</p> <p>6:30am-10pm infoAdv available</p> <p>6:30am-10pm WOLFS available</p>	<p>5</p> <p>6:30am-10pm ESS available</p> <p>6:30am-10pm Payroll available</p> <p>6:30am-5pm infoAdv available</p> <p>6:30am-5pm WOLFS available</p> <p>5pm WOLFS Run</p>	<p>6</p> <p>6:30am-10pm ESS available</p> <p>6:30am-10pm Payroll available</p> <p>9:00am-10pm infoAdv available</p> <p>6:30am-10pm WOLFS available</p>	<p>7</p> <p>6:30am-10pm ESS available</p> <p>6:30am-10pm Payroll available</p> <p>6:30am-10pm infoAdv available</p> <p>6:30am-10pm WOLFS available</p>	<p>8</p> <p>6:30am-10pm ESS available</p> <p>6:30am-10pm Payroll available</p> <p>6:30am-5pm infoAdv available</p> <p>6:30am-5pm WOLFS available</p> <p>5pm WOLFS Run</p>	<p>9</p> <p>6:30am-5pm ESS available</p> <p>6:30am-5pm Payroll available</p> <p>9:00am-5pm infoAdv available</p> <p>6:30am-5pm WOLFS available</p>	<p>10</p> <p>ESS unavailable (Maint.)</p> <p>Payroll unavailable (Maint.)</p> <p>infoAdv unavailable (Maint.)</p> <p>WOLFS unavailable (Maint.)</p>
<p>11</p> <p>ESS unavailable (Maint.)</p> <p>Payroll unavailable (Maint.)</p> <p>infoAdv unavailable (Maint.)</p> <p>WOLFS unavailable (Maint.)</p>	<p>12</p> <p>6:30am-10pm ESS available</p> <p>6:30am-10pm Payroll available</p> <p>6:30am-5pm infoAdv available</p> <p>6:30am-5pm WOLFS available</p> <p>5pm WOLFS Run</p>	<p>13</p> <p>6:30am-10pm ESS available</p> <p>6:30am-10pm Payroll available</p> <p>9:00am-10pm infoAdv available</p> <p>6:30am-10pm WOLFS available</p>	<p>14</p> <p>6:30am-10pm ESS available</p> <p>6:30am-10pm Payroll available</p> <p>6:30am-10pm infoAdv available</p> <p>6:30am-10pm WOLFS available</p> <p>*UMB payments processed by noon</p>	<p>15</p> <p>6:30am-10pm ESS available</p> <p>6:30am-10pm Payroll available</p> <p>6:30am-5pm infoAdv available</p> <p>6:30am-5pm WOLFS available</p> <p>5pm WOLFS Run</p>	<p>16</p> <p>6:30am-10pm ESS available</p> <p>6:30am-10pm Payroll available</p> <p>*5pm Final transactions due to A&I/HRD, Grp Ins, SAO(NPD&MISC)</p> <p>9:00am-10pm infoAdv available</p> <p>6:30am-10pm WOLFS available</p>	<p>17</p> <p>6:30am-10pm ESS available</p> <p>6:30am-10pm Payroll available</p> <p>6:30am-10pm infoAdv available</p> <p>6:30am-10pm WOLFS available</p>
<p>18</p> <p>6:30am-10pm ESS available</p> <p>6:30am-10pm Payroll available</p> <p>6:30am-10pm infoAdv available</p> <p>6:30am-10pm WOLFS available</p>	<p>19</p> <p>6:30am-10pm ESS available</p> <p>6:30am-10pm Payroll available</p> <p>6:30am-5pm infoAdv available</p> <p>6:30am-5pm WOLFS available</p> <p>5pm WOLFS Run</p>	<p>20</p> <p>6:30am-10pm ESS available</p> <p>6:30am-10pm Payroll available</p> <p>*5pm Final ESMT approvals done by A&I/HRD and Final Hand Warrant requests due to SAO</p> <p>9:00am-10pm infoAdv available</p> <p>6:30am-10pm WOLFS available</p>	<p>21</p> <p>6:30am-5pm ESS available</p> <p>6:30am-5pm Payroll available</p> <p>5pm Payroll Interface Run</p> <p>*Agency day to finish transactions</p> <p>6:30am-10pm infoAdv available</p> <p>6:30am-10pm WOLFS available</p>	<p>22</p> <p>6:30am-5pm ESS available</p> <p>6:30am-5pm Payroll available</p> <p>5pm Payroll Run starts</p> <p>*Contact SAO if TADJs process for employees with garnishments</p> <p>6:30am-5pm infoAdv available</p> <p>6:30am-5pm WOLFS available</p> <p>5pm WOLFS Run</p>	<p>23</p> <p>ESS unavailable (Payroll)</p> <p>Payroll unavailable (Payroll)</p> <p>Payroll Run Day</p> <p>9:00am-10pm infoAdv available</p> <p>6:30am-10pm WOLFS available</p>	<p>24</p> <p>ESS unavailable (Payroll)</p> <p>Payroll unavailable (Payroll)</p> <p>6:30am-10pm infoAdv available</p> <p>6:30am-10pm WOLFS available</p>
<p>25</p> <p>ESS unavailable (Payroll)</p> <p>Payroll unavailable (Payroll)</p> <p>6:30am-10pm infoAdv available</p> <p>6:30am-10pm WOLFS available</p>	<p>26</p> <p>ESS unavailable (Payroll)</p> <p>Payroll unavailable (Payroll)</p> <p>Payroll Run Day</p> <p>6:30am-10pm infoAdv available</p> <p>6:30am-5pm WOLFS available</p> <p>5pm WOLFS pre-Retirement</p>	<p>27</p> <p>ESS unavailable (Payroll)</p> <p>Payroll unavailable (Payroll)</p> <p>Payroll Run Day</p> <p>6:30am-5pm infoAdv available</p> <p>6:30am-5pm WOLFS available</p> <p>5pm WOLFS Run</p>	<p>28</p> <p>6:30am-10pm ESS available</p> <p>6:30am-10pm Payroll available</p> <p>*9am Payroll ready for Agencies</p> <p>infoAdv unavailable (Retirement)</p> <p>1pm-10pm WOLFS available</p> <p>*1pm WOLFS warrant pickup</p>	<p>29</p> <p>6:30am-10pm ESS available</p> <p>6:30am-10pm Payroll available</p> <p>6:30am-10pm infoAdv available</p> <p>6:30am-10pm WOLFS available</p>	<p>30</p> <p>6:30am-10pm ESS available</p> <p>6:30am-10pm Payroll available</p> <p>Electronic payroll deposit posting & warrant mailing</p> <p>6:30am-4pm infoAdv available</p> <p>6:30am-4pm WOLFS available</p> <p>4pm WOLFS Run & Monthly</p>	<p>31</p> <p>6:30am-10pm ESS available</p> <p>6:30am-10pm Payroll available</p> <p>infoAdv unavailable (Monthly)</p> <p>WOLFS unavailable (Monthly)</p>

April 2012

Number of Working Days: 21

SAO Processing Calendar (All Systems)

Color Key:

ESS Calendar
HRM Payroll Calendar

infoAdvantage Calendar
WOLFS Calendar

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<p>1</p> <p>6:30am-10pm ESS available</p> <p>6:30am-10pm Payroll available</p> <p>infoAdv unavailable (Monthly)</p> <p>WOLFS unavailable (Monthly)</p>	<p>2</p> <p>6:30am-10pm ESS available</p> <p>6:30am-10pm Payroll available</p> <p>6:30am-10pm infoAdv available</p> <p>6:30am-10pm WOLFS available</p>	<p>3</p> <p>6:30am-10pm ESS available</p> <p>6:30am-10pm Payroll available</p> <p>6:30am-5pm infoAdv available</p> <p>6:30am-5pm WOLFS available</p> <p>5pm WOLFS Run</p>	<p>4</p> <p>6:30am-10pm ESS available</p> <p>6:30am-10pm Payroll available</p> <p>9:00am-10pm infoAdv available</p> <p>6:30am-10pm WOLFS available</p>	<p>5</p> <p>6:30am-10pm ESS available</p> <p>6:30am-10pm Payroll available</p> <p>6:30am-5pm infoAdv available</p> <p>6:30am-5pm WOLFS available</p> <p>5pm WOLFS Run</p>	<p>6</p> <p>6:30am-10pm ESS available</p> <p>6:30am-10pm Payroll available</p> <p>9:00am-10pm infoAdv available</p> <p>6:30am-10pm WOLFS available</p>	<p>7</p> <p>6:30am-10pm ESS available</p> <p>6:30am-10pm Payroll available</p> <p>6:30am-10pm infoAdv available</p> <p>6:30am-10pm WOLFS available</p>
<p>8</p> <p>6:30am-10pm ESS available</p> <p>6:30am-10pm Payroll available</p> <p>6:30am-10pm infoAdv available</p> <p>6:30am-10pm WOLFS available</p>	<p>9</p> <p>6:30am-10pm ESS available</p> <p>6:30am-10pm Payroll available</p> <p>6:30am-5pm infoAdv available</p> <p>6:30am-5pm WOLFS available</p> <p>5pm WOLFS Run</p>	<p>10</p> <p>6:30am-10pm ESS available</p> <p>6:30am-10pm Payroll available</p> <p>9:00am-10pm infoAdv available</p> <p>6:30am-10pm WOLFS available</p>	<p>11</p> <p>6:30am-10pm ESS available</p> <p>6:30am-10pm Payroll available</p> <p>6:30am-10pm infoAdv available</p> <p>6:30am-10pm WOLFS available</p>	<p>12</p> <p>6:30am-10pm ESS available</p> <p>6:30am-10pm Payroll available</p> <p>6:30am-5pm infoAdv available</p> <p>6:30am-5pm WOLFS available</p> <p>5pm WOLFS Run</p>	<p>13</p> <p>6:30am-5pm ESS available</p> <p>6:30am-5pm Payroll available</p> <p>9:00am-5pm infoAdv available</p> <p>6:30am-5pm WOLFS available</p> <p>*UMB payments processed by noon</p>	<p>14</p> <p>ESS unavailable (Maint.)</p> <p>Payroll unavailable (Maint.)</p> <p>infoAdv unavailable (Maint.)</p> <p>WOLFS unavailable (Maint.)</p>
<p>15</p> <p>ESS unavailable (Maint.)</p> <p>Payroll unavailable (Maint.)</p> <p>infoAdv unavailable (Maint.)</p> <p>WOLFS unavailable (Maint.)</p>	<p>16</p> <p>6:30am-10pm ESS available</p> <p>6:30am-10pm Payroll available</p> <p>*5pm Final transactions due to A&I/HRD, Grp Ins, SAO (NPD&MISC)</p> <p>6:30am-5pm infoAdv available</p> <p>6:30am-5pm WOLFS available</p> <p>5pm WOLFS Run</p>	<p>17</p> <p>6:30am-10pm ESS available</p> <p>6:30am-10pm Payroll available</p> <p>9:00am-10pm infoAdv available</p> <p>6:30am-10pm WOLFS available</p>	<p>18</p> <p>6:30am-10pm ESS available</p> <p>6:30am-10pm Payroll available</p> <p>*5pm Final ESMT approvals done by A&I/HRD and Final Hand Warrant requests due to SAO</p> <p>6:30am-10pm infoAdv available</p> <p>6:30am-10pm WOLFS available</p>	<p>19</p> <p>6:30am-5pm ESS available</p> <p>6:30am-5pm Payroll available</p> <p>5pm Payroll Interface Run</p> <p>*Agency day to finish transactions</p> <p>6:30am-5pm infoAdv available</p> <p>6:30am-5pm WOLFS available</p> <p>5pm WOLFS Run</p>	<p>20</p> <p>6:30am-10pm ESS available</p> <p>6:30am-10pm Payroll available</p> <p>*Contact SAO if TADJs process for employees with garnishments</p> <p>9:00am-10pm infoAdv available</p> <p>6:30am-10pm WOLFS available</p>	<p>21</p> <p>6:30am-10pm ESS available</p> <p>6:30am-10pm Payroll available</p> <p>6:30am-10pm infoAdv available</p> <p>6:30am-10pm WOLFS available</p>
<p>22</p> <p>6:30am-5pm ESS available</p> <p>6:30am-5pm Payroll available</p> <p>5pm Payroll Run starts</p> <p>6:30am-10pm infoAdv available</p> <p>6:30am-10pm WOLFS available</p>	<p>23</p> <p>ESS unavailable (Payroll)</p> <p>Payroll unavailable (Payroll)</p> <p>Payroll Run Day</p> <p>6:30am-5pm infoAdv available</p> <p>6:30am-5pm WOLFS available</p> <p>5pm WOLFS Run</p>	<p>24</p> <p>ESS unavailable (Payroll)</p> <p>Payroll unavailable (Payroll)</p> <p>Payroll Run Day</p> <p>9:00am-10pm infoAdv available</p> <p>6:30am-5pm WOLFS available</p> <p>5pm WOLFS pre-Retirement</p>	<p>25</p> <p>ESS unavailable (Payroll)</p> <p>Payroll unavailable (Payroll)</p> <p>Payroll Run Day</p> <p>6:30am-5pm infoAdv available</p> <p>6:30am-5pm WOLFS available</p> <p>5pm WOLFS Run</p>	<p>26</p> <p>6:30am-10pm ESS available</p> <p>6:30am-10pm Payroll available</p> <p>*9am Payroll ready for Agencies</p> <p>infoAdv unavailable (Retirement)</p> <p>1pm-10pm WOLFS available</p> <p>*1pm WOLFS warrant pickup</p>	<p>27</p> <p>6:30am-10pm ESS available</p> <p>6:30am-10pm Payroll available</p> <p>6:30am-10pm infoAdv available</p> <p>6:30am-10pm WOLFS available</p>	<p>28</p> <p>6:30am-10pm ESS available</p> <p>6:30am-10pm Payroll available</p> <p>6:30am-10pm infoAdv available</p> <p>6:30am-10pm WOLFS available</p>
<p>29</p> <p>6:30am-10pm ESS available</p> <p>6:30am-10pm Payroll available</p> <p>6:30am-10pm infoAdv available</p> <p>6:30am-10pm WOLFS available</p>	<p>30</p> <p>6:30am-10pm ESS available</p> <p>6:30am-10pm Payroll available</p> <p>Electronic payroll deposit posting & warrant mailing</p> <p>6:30am-4pm infoAdv available</p> <p>6:30am-4pm WOLFS available</p> <p>4pm WOLFS Run & Monthly</p>	<p>Payroll interfaces must be delivered to SAO by 1pm on the day of the Payroll Interface run. Payroll Hand Warrants will be processed the business day after receipt except when Payroll is unavailable.</p>	<p>Vendor forms will normally be processed by the end of the next business day after receipt.</p>	<p>WOLFS interfaces must be delivered to SAO by 2pm on the day of the WOLFS Processing run.</p>	<p>WOLFS Warrants will be available for pickup at 9 am the following business day unless otherwise indicated on the calendar.</p>	<p>WOLFS Reports will be available for agency use by the date & time the calendar indicates infoAdv is available after the WOLFS Run.</p>

May 2012

Number of Working Days: 23

SAO Processing Calendar (All Systems)

Color Key:

ESS Calendar
HRM Payroll Calendar

infoAdvantage Calendar
WOLFS Calendar

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<p><i>Start preparing for the Fiscal Year End Close in WOLFS:</i></p> <ul style="list-style-type: none"> ➤ Purchasing Encumbrances (RQS→PO/MSA/MSA/MPG/DO) ➤ GAE Mass Encumbrances 	<p>Payroll interfaces must be delivered to SAO by 1pm on the day of the Payroll Interface run.</p> <p>Payroll Hand Warrants will be processed the business day after receipt except when Payroll is unavailable.</p>	<p>1</p> <p>6:30am-10pm ESS available</p> <p>6:30am-10pm Payroll available</p> <p>infoAdv unavailable (Monthly)</p> <p>1:00pm-10pm WOLFS available</p> <p>*1pm WOLFS warrant pickup</p>	<p>2</p> <p>6:30am-10pm ESS available</p> <p>6:30am-10pm Payroll available</p> <p>6:30am-10pm infoAdv available</p> <p>6:30am-10pm WOLFS available</p>	<p>3</p> <p>6:30am-10pm ESS available</p> <p>6:30am-10pm Payroll available</p> <p>6:30am-5pm infoAdv available</p> <p>6:30am-5pm WOLFS available</p> <p>5pm WOLFS Run</p>	<p>4</p> <p>6:30am-10pm ESS available</p> <p>6:30am-10pm Payroll available</p> <p>9:00am-3pm infoAdv available</p> <p>6:30am-3pm WOLFS available</p> <p>3pm WOLFS Run (for Game & Fish Only)</p>	<p>5</p> <p>6:30am-10pm ESS available</p> <p>6:30am-10pm Payroll available</p> <p>infoAdv unavailable(Game&Fish)</p> <p>WOLFS unavailable(Game&Fish)</p>
<p>6</p> <p>6:30am-10pm ESS available</p> <p>6:30am-10pm Payroll available</p> <p>infoAdv unavailable(Game&Fish)</p> <p>WOLFS unavailable(Game&Fish)</p>	<p>7</p> <p>6:30am-10pm ESS available</p> <p>6:30am-10pm Payroll available</p> <p>6:30am-5pm infoAdv available</p> <p>6:30am-5pm WOLFS available</p> <p>5pm WOLFS Run</p>	<p>8</p> <p>6:30am-10pm ESS available</p> <p>6:30am-10pm Payroll available</p> <p>9:00am-10pm infoAdv available</p> <p>6:30am-10pm WOLFS available</p>	<p>9</p> <p>6:30am-10pm ESS available</p> <p>6:30am-10pm Payroll available</p> <p>6:30am-10pm infoAdv available</p> <p>6:30am-10pm WOLFS available</p>	<p>10</p> <p>6:30am-10pm ESS available</p> <p>6:30am-10pm Payroll available</p> <p>6:30am-5pm infoAdv available</p> <p>6:30am-5pm WOLFS available</p> <p>5pm WOLFS Run</p>	<p>11</p> <p>6:30am-5pm ESS available</p> <p>6:30am-5pm Payroll available</p> <p>9:00am-5pm infoAdv available</p> <p>6:30am-5pm WOLFS available</p>	<p>12</p> <p>ESS unavailable (Maint.)</p> <p>Payroll unavailable (Maint.)</p> <p>infoAdv unavailable (Maint.)</p> <p>WOLFS unavailable (Maint.)</p>
<p>13</p> <p>ESS unavailable (Maint.)</p> <p>Payroll unavailable (Maint.)</p> <p>infoAdv unavailable (Maint.)</p> <p>WOLFS unavailable (Maint.)</p>	<p>14</p> <p>6:30am-10pm ESS available</p> <p>6:30am-10pm Payroll available</p> <p>6:30am-5pm infoAdv available</p> <p>6:30am-5pm WOLFS available</p> <p>5pm WOLFS Run</p>	<p>15</p> <p>6:30am-10pm ESS available</p> <p>6:30am-10pm Payroll available</p> <p>9:00am-10pm infoAdv available</p> <p>6:30am-10pm WOLFS available</p>	<p>16</p> <p>6:30am-10pm ESS available</p> <p>6:30am-10pm Payroll available</p> <p>*5pm Final transactions due to A&I/HRD, Grp Ins, SAO (NPD&MISC)</p> <p>6:30am-10pm infoAdv available</p> <p>6:30am-10pm WOLFS available</p> <p>*UMB payments processed by noon</p>	<p>17</p> <p>6:30am-10pm ESS available</p> <p>6:30am-10pm Payroll available</p> <p>6:30am-5pm infoAdv available</p> <p>6:30am-5pm WOLFS available</p> <p>5pm WOLFS Run</p>	<p>18</p> <p>6:30am-10pm ESS available</p> <p>6:30am-10pm Payroll available</p> <p>*5pm Final ESMT approvals done by A&I/HRD and Final Hand Warrant requests due to SAO</p> <p>9:00am-10pm infoAdv available</p> <p>6:30am-10pm WOLFS available</p>	<p>19</p> <p>6:30am-10pm ESS available</p> <p>6:30am-10pm Payroll available</p> <p>6:30am-10pm infoAdv available</p> <p>6:30am-10pm WOLFS available</p>
<p>20</p> <p>6:30am-10pm ESS available</p> <p>6:30am-10pm Payroll available</p> <p>6:30am-10pm infoAdv available</p> <p>6:30am-10pm WOLFS available</p>	<p>21</p> <p>6:30am-5pm ESS available</p> <p>6:30am-5pm Payroll available</p> <p>5pm Payroll Interface Run</p> <p>*Agency day to finish transactions</p> <p>6:30am-5pm infoAdv available</p> <p>6:30am-5pm WOLFS available</p> <p>5pm WOLFS Run</p>	<p>22</p> <p>6:30am-5pm ESS available</p> <p>6:30am-5pm Payroll available</p> <p>5pm Payroll Run starts</p> <p>*Contact SAO if TADJs process for employees with garnishments</p> <p>9:00am-10pm infoAdv available</p> <p>6:30am-10pm WOLFS available</p>	<p>23</p> <p>ESS unavailable (Payroll)</p> <p>Payroll unavailable (Payroll)</p> <p>Payroll Run Day</p> <p>6:30am-10pm infoAdv available</p> <p>6:30am-5pm WOLFS available</p> <p>5pm WOLFS pre-Retirement</p>	<p>24</p> <p>ESS unavailable (Payroll)</p> <p>Payroll unavailable (Payroll)</p> <p>Payroll Run Day</p> <p>6:30am-5pm infoAdv available</p> <p>6:30am-5pm WOLFS available</p> <p>5pm WOLFS Run</p>	<p>25</p> <p>ESS unavailable (Payroll)</p> <p>Payroll unavailable (Payroll)</p> <p>Payroll Run Day</p> <p>infoAdv unavailable (Retirement)</p> <p>1pm-10pm WOLFS available</p> <p>*1pm WOLFS warrant pickup</p>	<p>26</p> <p>6:30am-10pm ESS available</p> <p>6:30am-10pm Payroll available</p> <p>6:30am-10pm infoAdv available</p> <p>6:30am-10pm WOLFS available</p>
<p>27</p> <p>6:30am-10pm ESS available</p> <p>6:30am-10pm Payroll available</p> <p>6:30am-10pm infoAdv available</p> <p>6:30am-10pm WOLFS available</p>	<p>28 State Holiday</p> <p>ESS unavailable (Holiday)</p> <p>Payroll unavailable (Holiday)</p> <p>infoAdv unavailable (Holiday)</p> <p>WOLFS unavailable (Holiday)</p>	<p>29</p> <p>6:30am-10pm ESS available</p> <p>6:30am-10pm Payroll available</p> <p>*9am Payroll ready for Agencies</p> <p>6:30am-5pm infoAdv available</p> <p>6:30am-5pm WOLFS available</p> <p>5pm WOLFS Run</p>	<p>30</p> <p>6:30am-10pm ESS available</p> <p>6:30am-10pm Payroll available</p> <p>9:00am-10pm infoAdv available</p> <p>6:30am-10pm WOLFS available</p>	<p>31</p> <p>6:30am-10pm ESS available</p> <p>6:30am-10pm Payroll available</p> <p>Electronic payroll deposit posting & warrant mailing</p> <p>6:30am-4pm infoAdv available</p> <p>6:30am-4pm WOLFS available</p> <p>4pm WOLFS Run & Monthly</p>	<p>Vendor forms will normally be processed by the end of the next business day after receipt.</p> <p>WOLFS interfaces must be delivered to SAO by 2pm on the day of the WOLFS Processing run.</p>	<p>WOLFS Warrants will be available for pickup at 9 am the following business day unless otherwise indicated on the calendar.</p> <p>WOLFS Reports will be available for agency use by the date & time the calendar indicates infoAdv is available after the WOLFS Run.</p>

June 2012

Number of Working Days: 21

SAO Processing Calendar (All Systems)

Color Key:

ESS Calendar
HRM Payroll Calendar

infoAdvantage Calendar
WOLFS Calendar

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Important Dates in WOLFS: June 19 Last day to ensure Purchasing Encumbrance documents (RQS / PO/MSA/MSC/MPG/DO) will be processed June 20 Last day to ensure GAE Mass Encumbrance documents will be processed June 25 Last day for Cash Receipts to the Treasurer's Office		Payroll interfaces must be delivered to SAO by 1pm on the day of the Payroll Interface run. Payroll Hand Warrants will be processed the business day after receipt except when Payroll is unavailable.	Vendor forms will normally be processed by the end of the next business day after receipt. WOLFS interfaces must be delivered to SAO by 2pm on the day of the WOLFS Processing run.	WOLFS Warrants will be available for pickup at 9 am the following business day unless otherwise indicated on the calendar. WOLFS Reports will be available for agency use by the date & time the calendar indicates infoAdv is available after the WOLFS Run.	1 6:30am-10pm ESS available 6:30am-10pm Payroll available infoAdv unavailable (Monthly) 1:00pm-10pm WOLFS available *1pm WOLFS warrant pickup	2 6:30am-10pm ESS available 6:30am-10pm Payroll available 6:30am-10pm infoAdv available 6:30am-10pm WOLFS available
3 6:30am-10pm ESS available 6:30am-10pm Payroll available 6:30am-10pm infoAdv available 6:30am-10pm WOLFS available	4 6:30am-10pm ESS available 6:30am-10pm Payroll available 6:30am-10pm infoAdv available 6:30am-10pm WOLFS available	5 6:30am-10pm ESS available 6:30am-10pm Payroll available 6:30am-5pm infoAdv available 6:30am-5pm WOLFS available 5pm WOLFS Run	6 6:30am-10pm ESS available 6:30am-10pm Payroll available 9:00am-10pm infoAdv available 6:30am-10pm WOLFS available	7 6:30am-10pm ESS available 6:30am-10pm Payroll available 6:30am-5pm infoAdv available 1 available WOLFS available 5pm WOLFS Run	8 6:30am-5pm ESS available 6:30am-5pm Payroll available 9:00am-5pm infoAdv available 6:30am-5pm WOLFS available	9 ESS unavailable (Maint.) Payroll unavailable (Maint.) infoAdv unavailable (Maint.) WOLFS unavailable (Maint.)
10 ESS unavailable (Maint.) Payroll unavailable (Maint.) infoAdv unavailable (Maint.) WOLFS unavailable (Maint.)	11 6:30am-10pm ESS available 6:30am-10pm Payroll available 6:30am-5pm infoAdv available 6:30am-5pm WOLFS available 5pm WOLFS Run	12 6:30am-10pm ESS available 6:30am-10pm Payroll available 9:00am-10pm infoAdv available 6:30am-10pm WOLFS available	13 6:30am-10pm ESS available 6:30am-10pm Payroll available 6:30am-10pm infoAdv available 6:30am-10pm WOLFS available *UMB payments processed by noon	14 6:30am-10pm ESS available 6:30am-10pm Payroll available *5pm Final transactions due to A&I/HRD, Grp Ins, SAO(NPD&MISC) 6:30am-5pm infoAdv available 6:30am-5pm WOLFS available 5pm WOLFS Run	15 6:30am-10pm ESS available 6:30am-10pm Payroll available 9:00-10pm infoAdv available 6:30am-10pm WOLFS available	16 6:30am-10pm ESS available 6:30am-10pm Payroll available 6:30am-10pm infoAdv available 6:30am-10pm WOLFS available
17 6:30am-10pm ESS available 6:30am-10pm Payroll available 6:30am-10pm infoAdv available 6:30am-10pm WOLFS available	18 6:30am-10pm ESS available 6:30am-10pm Payroll available *5pm Final ESMT approvals done by A&I/HRD and Final Hand Warrant requests due to SAO 6:30am-5pm infoAdv available 6:30am-5pm WOLFS available 5pm WOLFS Run	19 6:30am-5pm ESS available 6:30am-5pm Payroll available 5pm Payroll Interface Run *Agency day to finish transactions 9:00am-10pm infoAdv available 6:30am-10pm WOLFS available Last day to ensure Purchasing Encumbrances documents	20 6:30am-5pm ESS available 6:30am-5pm Payroll available 5pm Payroll Run starts *Contact SAO if TADJs process for employees with garnishments 6:30am-5pm infoAdv available 6:30am-5pm WOLFS available 5pm WOLFS Run Last day to enter GAE Mass Encumbrances	21 ESS unavailable (Payroll) Payroll unavailable (Payroll) Payroll Run Day 9:00am-10pm infoAdv available 6:30am-10pm WOLFS available	22 ESS unavailable (Payroll) Payroll unavailable (Payroll) Payroll Run Day 9:00am-3pm infoAdv available 6:30am-3pm WOLFS available 3pm WOLFS Run (for Game & Fish Only)	23 6:30am-10pm ESS available 6:30am-10pm Payroll available infoAdv unavailable (Game&Fish) WOLFS unavailable (Game&Fish)
24 6:30am-10pm ESS available 6:30am-10pm Payroll available infoAdv unavailable (Game&Fish) WOLFS unavailable (Game&Fish) 5pm WOLFS pre-Retirement	25 ESS unavailable (Payroll) Payroll unavailable (Payroll) Payroll Run Day 6:30am-5pm infoAdv available 6:30am-5pm WOLFS available 5pm WOLFS Run Last day for CRs to STO	26 ESS unavailable (Payroll) Payroll unavailable (Payroll) FY Position Rollover infoAdv unavailable (Retirement) 1pm-10pm WOLFS available *1pm WOLFS warrant pickup	27 6:30am-10pm ESS available 6:30am-10pm Payroll available *9am Payroll ready for Agencies 6:30am-5pm infoAdv available 6:30am-5pm WOLFS available 5pm WOLFS Run	28 6:30am-10pm ESS available 6:30am-10pm Payroll available 9:00-10pm infoAdv available 6:30am-10pm WOLFS available	29 6:30am-10pm ESS available 6:30am-10pm Payroll available Electronic payroll deposit posting & warrant mailing 6:30am-4pm infoAdv available 6:30am-4pm WOLFS available 4pm WOLFS Run & Monthly	30 6:30am-10pm ESS available 6:30am-10pm Payroll available infoAdv unavailable (Monthly) WOLFS unavailable (Monthly)

July 2012

Number of Working Days: 22

SAO Processing Calendar (All Systems)

Color Key:

ESS Calendar
HRM Payroll Calendar

infoAdvantage Calendar
WOLFS Calendar

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1 6:30am-10pm ESS available 6:30am-10pm Payroll available infoAdv unavailable (Monthly) WOLFS unavailable (Monthly)	2 6:30am-10pm ESS available 6:30am-10pm Payroll available 6:30am-10pm infoAdv available 6:30am-10pm WOLFS available	3 6:30am-10pm ESS available 6:30am-10pm Payroll available 6:30am-10pm infoAdv available 6:30am-10pm WOLFS available	4 State Holiday ESS unavailable (Holiday) Payroll unavailable (Holiday) infoAdv unavailable (Holiday) WOLFS unavailable (Holiday)	5 6:30am-10pm ESS available 6:30am-10pm Payroll available 6:30am-5pm infoAdv available 6:30am-5pm WOLFS available 5pm WOLFS Run	6 6:30am-10pm ESS available 6:30am-10pm Payroll available 9:00-10pm infoAdv available WOLFS unavailable (FY Pre-Close Process)	7 6:30am-10pm ESS available 6:30am-10pm Payroll available infoAdv unavailable (FY Close) WOLFS unavailable (FY Pre-Close Process)
8 6:30am-10pm ESS available 6:30am-10pm Payroll available infoAdv unavailable (FY Close) WOLFS unavailable (FY Close Process)	9 6:30am-10pm ESS available 6:30am-10pm Payroll available infoAdv unavailable (FY Close) WOLFS unavailable (FY Pre-Close Process)	10 6:30am-10pm ESS available 6:30am-10pm Payroll available 6:30am-5pm infoAdv available 6:30am-5pm WOLFS available 5pm WOLFS Run	11 6:30am-10pm ESS available 6:30am-10pm Payroll available 9:00am-10pm infoAdv available 6:30am-10pm WOLFS available	12 6:30am-10pm ESS available 6:30am-10pm Payroll available 6:30am-5pm infoAdv available 6:30am-5pm WOLFS available 5pm WOLFS Run	13 6:30am-5pm ESS available 6:30am-5pm Payroll available 9:00am-5pm infoAdv available 6:30am-5pm WOLFS available *UMB payments processed by noon	14 ESS unavailable (Maint.) Payroll unavailable (Maint.) infoAdv unavailable (Maint.) WOLFS unavailable (Maint.)
15 ESS unavailable (Maint.) Payroll unavailable (Maint.) infoAdv unavailable (Maint.) WOLFS unavailable (Maint.)	16 6:30am-10pm ESS available 6:30am-10pm Payroll available 6:30am-5pm infoAdv available 6:30am-5pm WOLFS available 5pm WOLFS Run	17 6:30am-10pm ESS available 6:30am-10pm Payroll available *5pm Final transactions due to A&I/HRD, Grp Ins, SAO (NPD&MISC) 9:00am-10pm infoAdv available 6:30am-10pm WOLFS available	18 6:30am-10pm ESS available 6:30am-10pm Payroll available 6:30am-10pm infoAdv available 6:30am-10pm WOLFS available	19 6:30am-10pm ESS available 6:30am-10pm Payroll available *5pm Final ESMT approvals done by A&I/HRD and Final Hand Warrant requests due to SAO 6:30am-5pm infoAdv available 6:30am-5pm WOLFS available 5pm WOLFS Run	20 6:30am-5pm ESS available 6:30am-5pm Payroll available 5pm Payroll Interface Run *Agency day to finish transactions 9:00am-10pm infoAdv available 6:30am-10pm WOLFS available	21 6:30am-10pm ESS available 6:30am-10pm Payroll available 6:30am-10pm infoAdv available 6:30am-10pm WOLFS available
22 6:30am-10pm ESS available 6:30am-10pm Payroll available 6:30am-10pm infoAdv available 6:30am-10pm WOLFS available	23 6:30am-5pm ESS available 6:30am-5pm Payroll available 5pm Payroll Run starts *Contact SAO if TADJs process for employees with garnishments 6:30am-5pm infoAdv available 6:30am-5pm WOLFS available 5pm WOLFS Run	24 ESS unavailable (Payroll) Payroll unavailable (Payroll) Payroll Run Day 9:00am-10pm infoAdv available 6:30am-10pm WOLFS available	25 ESS unavailable (Payroll) Payroll unavailable (Payroll) Payroll Run Day 6:30am-10pm infoAdv available 6:30am-5pm WOLFS available 5pm WOLFS pre-Retirement	26 ESS unavailable (Payroll) Payroll unavailable (Payroll) Payroll Run Day 6:30am-5pm infoAdv available 6:30am-5pm WOLFS available 5pm WOLFS Run	27 6:30am-10pm ESS available 6:30am-10pm Payroll available *9am Payroll ready for Agencies infoAdv unavailable (Retirement) 1pm-10pm WOLFS available *1pm WOLFS warrant pickup	28 6:30am-10pm ESS available 6:30am-10pm Payroll available 6:30am-10pm infoAdv available 6:30am-10pm WOLFS available
29 6:30am-10pm ESS available 6:30am-10pm Payroll available 6:30am-10pm infoAdv available 6:30am-10pm WOLFS available	30 6:30am-10pm ESS available 6:30am-10pm Payroll available 6:30am-10pm infoAdv available 6:30am-10pm WOLFS available	31 6:30am-10pm ESS available 6:30am-10pm Payroll available Electronic payroll deposit posting & warrant mailing 6:30am-4pm infoAdv available 6:30am-4pm WOLFS available 4pm WOLFS Run & Monthly	Payroll interfaces must be delivered to SAO by 1pm on the day of the Payroll Interface run. Payroll Hand Warrants will be processed the business day after receipt except when Payroll is unavailable.	Vendor forms will normally be processed by the end of the next business day after receipt. WOLFS interfaces must be delivered to SAO by 2pm on the day of the WOLFS Processing run.	WOLFS Warrants will be available for pickup at 9 am the following business day unless otherwise indicated on the calendar.	WOLFS Reports will be available for agency use by the date & time the calendar indicates infoAdv is available after the WOLFS Run.

August 2012

Number of Working Days: 23

SAO Processing Calendar (All Systems)

Color Key:

ESS Calendar
HRM Payroll Calendar

infoAdvantage Calendar
WOLFS Calendar

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<p>Vendor forms will normally be processed by the end of the next business day after receipt.</p> <p>WOLFS interfaces must be delivered to SAO by 2pm on the day of the WOLFS Processing run.</p>	<p>WOLFS Warrants will be available for pickup at 9 am the following business day unless otherwise indicated on the calendar.</p>	<p>WOLFS Reports will be available for agency use by the date & time the calendar indicates infoAdv is available after the WOLFS Run.</p>	<p>1</p> <p>6:30am-10pm ESS available</p> <p>6:30am-10pm Payroll available</p> <p>infoAdv unavailable (Monthly)</p> <p>1:00pm-10pm WOLFS available</p> <p>*1pm WOLFS warrant pickup</p>	<p>2</p> <p>6:30am-10pm ESS available</p> <p>6:30am-10pm Payroll available</p> <p>6:30am-5pm infoAdv available</p> <p>6:30am-5pm WOLFS available</p> <p>5pm WOLFS Run</p>	<p>3</p> <p>6:30am-10pm ESS available</p> <p>6:30am-10pm Payroll available</p> <p>9:00am-10pm infoAdv available</p> <p>6:30am-10pm WOLFS available</p>	<p>4</p> <p>6:30am-10pm ESS available</p> <p>6:30am-10pm Payroll available</p> <p>6:30am-10pm infoAdv available</p> <p>6:30am-10pm WOLFS available</p>
<p>5</p> <p>6:30am-10pm ESS available</p> <p>6:30am-10pm Payroll available</p> <p>6:30am-10pm infoAdv available</p> <p>6:30am-10pm WOLFS available</p>	<p>6</p> <p>6:30am-10pm ESS available</p> <p>6:30am-10pm Payroll available</p> <p>6:30am-5pm infoAdv available</p> <p>6:30am-5pm WOLFS available</p> <p>5pm WOLFS Run</p>	<p>7</p> <p>6:30am-10pm ESS available</p> <p>6:30am-10pm Payroll available</p> <p>9:00am-10pm infoAdv available</p> <p>6:30am-10pm WOLFS available</p>	<p>8</p> <p>6:30am-10pm ESS available</p> <p>6:30am-10pm Payroll available</p> <p>6:30am-10pm infoAdv available</p> <p>6:30am-10pm WOLFS available</p>	<p>9</p> <p>6:30am-10pm ESS available</p> <p>6:30am-10pm Payroll available</p> <p>6:30am-5pm infoAdv available</p> <p>6:30am-5pm WOLFS available</p> <p>5pm WOLFS Run</p>	<p>10</p> <p>6:30am-5pm ESS available</p> <p>6:30am-5pm Payroll available</p> <p>9:00am-5pm infoAdv available</p> <p>6:30am-5pm WOLFS available</p>	<p>11</p> <p>ESS unavailable (Maint.)</p> <p>Payroll unavailable (Maint.)</p> <p>infoAdv unavailable (Maint.)</p> <p>WOLFS unavailable (Maint.)</p>
<p>12</p> <p>ESS unavailable (Maint.)</p> <p>Payroll unavailable (Maint.)</p> <p>infoAdv unavailable (Maint.)</p> <p>WOLFS unavailable (Maint.)</p>	<p>13</p> <p>6:30am-10pm ESS available</p> <p>6:30am-10pm Payroll available</p> <p>6:30am-5pm infoAdv available</p> <p>6:30am-5pm WOLFS available</p> <p>5pm WOLFS Run</p>	<p>14</p> <p>6:30am-10pm ESS available</p> <p>6:30am-10pm Payroll available</p> <p>9:00am-10pm infoAdv available</p> <p>6:30am-10pm WOLFS available</p>	<p>15</p> <p>6:30am-10pm ESS available</p> <p>6:30am-10pm Payroll available</p> <p>6:30am-10pm infoAdv available</p> <p>6:30am-10pm WOLFS available</p> <p>*UMB payments processed by noon</p>	<p>16</p> <p>6:30am-10pm ESS available</p> <p>6:30am-10pm Payroll available</p> <p>6:30am-5pm infoAdv available</p> <p>6:30am-5pm WOLFS available</p> <p>5pm WOLFS Run</p>	<p>17</p> <p>6:30am-10pm ESS available</p> <p>6:30am-10pm Payroll available</p> <p>*5pm Final transactions due to A&I/HRD, Grp Ins, SAO(NPD&MISC)</p> <p>9:00am-10pm infoAdv available</p> <p>6:30am-10pm WOLFS available</p>	<p>18</p> <p>6:30am-10pm ESS available</p> <p>6:30am-10pm Payroll available</p> <p>6:30am-10pm infoAdv available</p> <p>6:30am-10pm WOLFS available</p>
<p>19</p> <p>6:30am-10pm ESS available</p> <p>6:30am-10pm Payroll available</p> <p>6:30am-10pm infoAdv available</p> <p>6:30am-10pm WOLFS available</p>	<p>20</p> <p>6:30am-10pm ESS available</p> <p>6:30am-10pm Payroll available</p> <p>6:30am-5pm infoAdv available</p> <p>6:30am-5pm WOLFS available</p> <p>5pm WOLFS Run</p>	<p>21</p> <p>6:30am-10pm ESS available</p> <p>6:30am-10pm Payroll available</p> <p>*5pm Final ESMT approvals done by A&I/HRD and Final Hand Warrant requests due to SAO</p> <p>9:00am-10pm infoAdv available</p> <p>6:30am-10pm WOLFS available</p>	<p>22</p> <p>6:30am-5pm ESS available</p> <p>6:30am-5pm Payroll available</p> <p>5pm Payroll Interface Run</p> <p>*Agency day to finish transactions</p> <p>6:30am-10pm infoAdv available</p> <p>6:30am-10pm WOLFS available</p>	<p>23</p> <p>6:30am-5pm ESS available</p> <p>6:30am-5pm Payroll available</p> <p>5pm Payroll Run starts</p> <p>*Contact SAO if TADJs process for employees with garnishments</p> <p>6:30am-5pm infoAdv available</p> <p>6:30am-5pm WOLFS available</p> <p>5pm WOLFS Run</p>	<p>24</p> <p>ESS unavailable (Payroll)</p> <p>Payroll unavailable (Payroll)</p> <p>Payroll Run Day</p> <p>9:00am-10pm infoAdv available</p> <p>6:30am-10pm WOLFS available</p>	<p>25</p> <p>ESS unavailable (Payroll)</p> <p>Payroll unavailable (Payroll)</p> <p>6:30am-10pm infoAdv available</p> <p>6:30am-10pm WOLFS available</p>
<p>26</p> <p>ESS unavailable (Payroll)</p> <p>Payroll unavailable (Payroll)</p> <p>6:30am-10pm infoAdv available</p> <p>6:30am-10pm WOLFS available</p>	<p>27</p> <p>ESS unavailable (Payroll)</p> <p>Payroll unavailable (Payroll)</p> <p>Payroll Run Day</p> <p>6:30am-10pm infoAdv available</p> <p>6:30am-5pm WOLFS available</p> <p>5pm WOLFS pre-Retirement</p>	<p>28</p> <p>ESS unavailable (Payroll)</p> <p>Payroll unavailable (Payroll)</p> <p>Payroll Run Day</p> <p>6:30am-5pm infoAdv available</p> <p>6:30am-5pm WOLFS available</p> <p>5pm WOLFS Run</p>	<p>29</p> <p>6:30am-10pm ESS available</p> <p>6:30am-10pm Payroll available</p> <p>*9am Payroll ready for Agencies</p> <p>infoAdv unavailable (Retirement)</p> <p>1pm-10pm WOLFS available</p> <p>*1pm WOLFS warrant pickup</p>	<p>30</p> <p>6:30am-10pm ESS available</p> <p>6:30am-10pm Payroll available</p> <p>6:30am-10pm infoAdv available</p> <p>6:30am-10pm WOLFS available</p>	<p>31</p> <p>6:30am-10pm ESS available</p> <p>6:30am-10pm Payroll available</p> <p>Electronic payroll deposit posting & warrant mailing</p> <p>6:30am-4pm infoAdv available</p> <p>6:30am-4pm WOLFS available</p> <p>4pm WOLFS Run & Monthly</p>	<p>Payroll interfaces must be delivered to SAO by 1pm on the day of the Payroll Interface run.</p> <p>Payroll Hand Warrants will be processed the business day after receipt except when Payroll is unavailable.</p>

September 2012

Number of Working Days: 20

SAO Processing Calendar (All Systems)

Color Key:

ESS Calendar
HRM Payroll Calendar

infoAdvantage Calendar
WOLFS Calendar

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		Payroll interfaces must be delivered to SAO by 1pm on the day of the Payroll Interface run.	Payroll Hand Warrants will be processed the business day after receipt except when Payroll is unavailable.			1 6:30am-10pm ESS available 6:30am-10pm Payroll available infoAdv unavailable (Monthly) WOLFS unavailable (Monthly)
2 6:30am-10pm ESS available 6:30am-10pm Payroll available infoAdv unavailable (Monthly) WOLFS unavailable (Monthly)	3 State Holiday ESS unavailable (Holiday) Payroll unavailable (Holiday) infoAdv unavailable (Holiday) WOLFS unavailable (Holiday)	4 6:30am-10pm ESS available 6:30am-10pm Payroll available 6:30am-10pm infoAdv available 6:30am-10pm WOLFS available	5 6:30am-10pm ESS available 6:30am-10pm Payroll available 6:30am-5pm infoAdv available 6:30am-5pm WOLFS available 5pm WOLFS Run	6 6:30am-10pm ESS available 6:30am-10pm Payroll available 9:00am-10pm infoAdv available 6:30am-10pm WOLFS available	7 6:30am-5pm ESS available 6:30am-5pm Payroll available 6:30am-5pm infoAdv available 6:30am-5pm WOLFS available	8 ESS unavailable (Maint.) Payroll unavailable (Maint.) infoAdv unavailable (Maint.) WOLFS unavailable (Maint.)
9 ESS unavailable (Maint.) Payroll unavailable (Maint.) infoAdv unavailable (Maint.) WOLFS unavailable (Maint.)	10 6:30am-10pm ESS available 6:30am-10pm Payroll available 6:30am-5pm infoAdv available 6:30am-5pm WOLFS available 5pm WOLFS Run	11 6:30am-10pm ESS available 6:30am-10pm Payroll available 9:00am-10pm infoAdv available 6:30am-10pm WOLFS available	12 6:30am-10pm ESS available 6:30am-10pm Payroll available 6:30am-10pm infoAdv available 6:30am-10pm WOLFS available	13 6:30am-10pm ESS available 6:30am-10pm Payroll available 6:30am-5pm infoAdv available 6:30am-5pm WOLFS available 5pm WOLFS Run	14 6:30am-10pm ESS available 6:30am-10pm Payroll available *5pm Final transactions due to A&I/HRD, Grp Ins, SAO(NPD&MISC) 9:00am-10pm infoAdv available 6:30am-10pm WOLFS available *UMB payments processed by noon	15 6:30am-10pm ESS available 6:30am-10pm Payroll available 6:30am-10pm infoAdv available 6:30am-10pm WOLFS available
16 6:30am-10pm ESS available 6:30am-10pm Payroll available 6:30am-10pm infoAdv available 6:30am-10pm WOLFS available	17 6:30am-10pm ESS available 6:30am-10pm Payroll available 6:30am-5pm infoAdv available 6:30am-5pm WOLFS available 5pm WOLFS Run	18 6:30am-10pm ESS available 6:30am-10pm Payroll available *5pm Final ESMT approvals done by A&I/HRD and Final Hand Warrant requests due to SAO 9:00am-10pm infoAdv available 6:30am-10pm WOLFS available	19 6:30am-5pm ESS available 6:30am-5pm Payroll available 5pm Payroll Interface Run *Agency day to finish transactions 6:30am-10pm infoAdv available 6:30am-10pm WOLFS available	20 6:30am-5pm ESS available 6:30am-5pm Payroll available 5pm Payroll Run starts *Contact SAO if TADJs process for employees with garnishments 6:30am-5pm infoAdv available 6:30am-5pm WOLFS available 5pm WOLFS Run	21 ESS unavailable (Payroll) Payroll unavailable (Payroll) Payroll Run Day 9:00am-10pm infoAdv available 6:30am-5pm WOLFS available 5pm WOLFS pre-Retirement	22 ESS unavailable (Payroll) Payroll unavailable (Payroll) 6:30am-10pm infoAdv available 6:30am-10pm WOLFS available
23 ESS unavailable (Payroll) Payroll unavailable (Payroll) 6:30am-10pm infoAdv available 6:30am-10pm WOLFS available	24 ESS unavailable (Payroll) Payroll unavailable (Payroll) Payroll Run Day 6:30am-5pm infoAdv available 6:30am-5pm WOLFS available 5pm WOLFS Run	25 ESS unavailable (Payroll) Payroll unavailable (Payroll) Payroll Run Day infoAdv unavailable (Retirement) 1pm-10pm WOLFS available *1pm WOLFS warrant pickup	26 ESS unavailable (Upgrade) Payroll unavailable (Payroll) Payroll Run Day 6:30am-4pm infoAdv available 6:30am-4pm WOLFS available 4pm WOLFS Run & Monthly	27 ESS unavailable (Upgrade) Payroll unavailable (Upgrade) infoAdv unavailable (Monthly) WOLFS unavailable (Upgrade)	28 ESS unavailable (Upgrade) Payroll unavailable (Upgrade) Electronic payroll deposit posting & warrant mailing 6:30am-5pm infoAdv available WOLFS unavailable (Upgrade)	29 ESS unavailable (Upgrade) Payroll unavailable (Upgrade) infoAdv unavailable (Upgrade) WOLFS unavailable (Upgrade)
30 ESS unavailable (Upgrade) Payroll unavailable (Upgrade) infoAdv unavailable (Upgrade) WOLFS unavailable (Upgrade)		Vendor forms will normally be processed by the end of the next business day after receipt.	WOLFS interfaces must be delivered to SAO by 2pm on the day of the WOLFS Processing run.	WOLFS Warrants will be available for pickup at 9 am the following business day unless otherwise indicated on the calendar.	WOLFS Reports will be available for agency use by the date & time the calendar indicates infoAdv is available after the WOLFS Run.	

October 2012

Number of Working Days: 23

SAO Processing Calendar (All Systems)

Color Key:

ESS Calendar
HRM Payroll Calendar

infoAdvantage Calendar
WOLFS Calendar

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	
<p>Payroll interfaces must be delivered to SAO by 1pm on the day of the Payroll Interface run.</p> <p>Payroll Hand Warrants will be processed the business day after receipt except when Payroll is unavailable.</p>	<p>1</p> <p>6:30am-10pm ESS available</p> <p>6:30am-10pm Payroll available</p> <p>6:30am-10pm infoAdv available</p> <p>6:30am-10pm WOLFS available</p>	<p>2</p> <p>6:30am-10pm ESS available</p> <p>6:30am-10pm Payroll available</p> <p>6:30am-5pm infoAdv available</p> <p>6:30am-5pm WOLFS available</p> <p>5pm WOLFS Run</p>	<p>3</p> <p>6:30am-10pm ESS available</p> <p>6:30am-10pm Payroll available</p> <p>9:00am-10pm infoAdv available</p> <p>6:30am-10pm WOLFS available</p>	<p>4</p> <p>6:30am-10pm ESS available</p> <p>6:30am-10pm Payroll available</p> <p>6:30am-5pm infoAdv available</p> <p>6:30am-5pm WOLFS available</p> <p>5pm WOLFS Run</p>	<p>5</p> <p>6:30am-10pm ESS available</p> <p>6:30am-10pm Payroll available</p> <p>9:00am-10pm infoAdv available</p> <p>6:30am-10pm WOLFS available</p>	<p>6</p> <p>6:30am-10pm ESS available</p> <p>6:30am-10pm Payroll available</p> <p>6:30am-10pm infoAdv available</p> <p>6:30am-10pm WOLFS available</p>	
	<p>7</p> <p>6:30am-10pm ESS available</p> <p>6:30am-10pm Payroll available</p> <p>6:30am-10pm infoAdv available</p> <p>6:30am-10pm WOLFS available</p>	<p>8</p> <p>6:30am-10pm ESS available</p> <p>6:30am-10pm Payroll available</p> <p>6:30am-5pm infoAdv available</p> <p>6:30am-5pm WOLFS available</p> <p>5pm WOLFS Run</p>	<p>9</p> <p>6:30am-10pm ESS available</p> <p>6:30am-10pm Payroll available</p> <p>9:00am-10pm infoAdv available</p> <p>6:30am-10pm WOLFS available</p>	<p>10</p> <p>6:30am-10pm ESS available</p> <p>6:30am-10pm Payroll available</p> <p>6:30am-10pm infoAdv available</p> <p>6:30am-10pm WOLFS available</p>	<p>11</p> <p>6:30am-10pm ESS available</p> <p>6:30am-10pm Payroll available</p> <p>6:30am-5pm infoAdv available</p> <p>6:30am-5pm WOLFS available</p> <p>5pm WOLFS Run</p>	<p>12</p> <p>6:30am-5pm ESS available</p> <p>6:30am-5pm Payroll available</p> <p>9:00am-5pm infoAdv available</p> <p>6:30am-5pm WOLFS available</p> <p>*UMB payments processed by noon</p>	<p>13</p> <p>ESS unavailable (Maint.)</p> <p>Payroll unavailable (Maint.)</p> <p>infoAdv unavailable (Maint.)</p> <p>WOLFS unavailable (Maint.)</p>
	<p>14</p> <p>ESS unavailable (Maint.)</p> <p>Payroll unavailable (Maint.)</p> <p>infoAdv unavailable (Maint.)</p> <p>WOLFS unavailable (Maint.)</p>	<p>15</p> <p>6:30am-10pm ESS available</p> <p>6:30am-10pm Payroll available</p> <p>6:30am-5pm infoAdv available</p> <p>6:30am-5pm WOLFS available</p> <p>5pm WOLFS Run</p>	<p>16</p> <p>6:30am-10pm ESS available</p> <p>6:30am-10pm Payroll available</p> <p>9:00am-10pm infoAdv available</p> <p>6:30am-10pm WOLFS available</p>	<p>17</p> <p>6:30am-10pm ESS available</p> <p>6:30am-10pm Payroll available</p> <p>*5pm Final transactions due to A&I/HRD, Grp Ins, SAO (NPD&MISC)</p> <p>6:30am-10pm infoAdv available</p> <p>6:30am-10pm WOLFS available</p>	<p>18</p> <p>6:30am-10pm ESS available</p> <p>6:30am-10pm Payroll available</p> <p>6:30am-5pm infoAdv available</p> <p>6:30am-5pm WOLFS available</p> <p>5pm WOLFS Run</p>	<p>19</p> <p>6:30am-10pm ESS available</p> <p>6:30am-10pm Payroll available</p> <p>*5pm Final ESMT approvals done by A&I/HRD and Final Hand Warrant requests due to SAO</p> <p>9:00am-10pm infoAdv available</p> <p>6:30am-10pm WOLFS available</p>	<p>20</p> <p>6:30am-10pm ESS available</p> <p>6:30am-10pm Payroll available</p> <p>6:30am-10pm infoAdv available</p> <p>6:30am-10pm WOLFS available</p>
	<p>21</p> <p>6:30am-10pm ESS available</p> <p>6:30am-10pm Payroll available</p> <p>6:30am-10pm infoAdv available</p> <p>6:30am-10pm WOLFS available</p>	<p>22</p> <p>6:30am-5pm ESS available</p> <p>6:30am-5pm Payroll available</p> <p>5pm Payroll Interface Run</p> <p>*Agency day to finish transactions</p> <p>6:30am-5pm infoAdv available</p> <p>6:30am-5pm WOLFS available</p> <p>5pm WOLFS Run</p>	<p>23</p> <p>6:30am-5pm ESS available</p> <p>6:30am-5pm Payroll available</p> <p>5pm Payroll Run starts</p> <p>*Contact SAO if TADJs process for employees with garnishments</p> <p>9:00am-10pm infoAdv available</p> <p>6:30am-10pm WOLFS available</p>	<p>24</p> <p>ESS unavailable (Payroll)</p> <p>Payroll unavailable (Payroll)</p> <p>Payroll Run Day</p> <p>6:30am-10pm infoAdv available</p> <p>6:30am-5pm WOLFS available</p> <p>5pm WOLFS pre-Retirement</p>	<p>25</p> <p>ESS unavailable (Payroll)</p> <p>Payroll unavailable (Payroll)</p> <p>Payroll Run Day</p> <p>6:30am-5pm infoAdv available</p> <p>6:30am-5pm WOLFS available</p> <p>5pm WOLFS Run</p>	<p>26</p> <p>ESS unavailable (Payroll)</p> <p>Payroll unavailable (Payroll)</p> <p>Payroll Run Day</p> <p>infoAdv unavailable (Retirement)</p> <p>1pm-10pm WOLFS available</p> <p>*1pm WOLFS warrant pickup</p>	<p>27</p> <p>6:30am-10pm ESS available</p> <p>6:30am-10pm Payroll available</p> <p>6:30am-10pm infoAdv available</p> <p>6:30am-10pm WOLFS available</p>
<p>28</p> <p>6:30am-10pm ESS available</p> <p>6:30am-10pm Payroll available</p> <p>6:30am-10pm infoAdv available</p> <p>6:30am-10pm WOLFS available</p>	<p>29</p> <p>6:30am-10pm ESS available</p> <p>6:30am-10pm Payroll available</p> <p>*9am Payroll ready for Agencies</p> <p>6:30am-5pm infoAdv available</p> <p>6:30am-5pm WOLFS available</p> <p>5pm WOLFS Run</p>	<p>30</p> <p>6:30am-10pm ESS available</p> <p>6:30am-10pm Payroll available</p> <p>9:00am-10pm infoAdv available</p> <p>6:30am-10pm WOLFS available</p>	<p>31</p> <p>6:30am-10pm ESS available</p> <p>6:30am-10pm Payroll available</p> <p>Electronic payroll deposit posting & warrant mailing</p> <p>6:30am-4pm infoAdv available</p> <p>6:30am-4pm WOLFS available</p> <p>4pm WOLFS Run & Monthly</p>	<p>Vendor forms will normally be processed by the end of the next business day after receipt.</p> <p>WOLFS interfaces must be delivered to SAO by 2pm on the day of the WOLFS Processing run.</p>	<p>WOLFS Warrants will be available for pickup at 9 am the following business day unless otherwise indicated on the calendar.</p>	<p>WOLFS Reports will be available for agency use by the date & time the calendar indicates infoAdv is available after the WOLFS Run.</p>	

November 2012

Number of Working Days: 22

SAO Processing Calendar (All Systems)

Color Key:

ESS Calendar
HRM Payroll Calendar

infoAdvantage Calendar
WOLFS Calendar

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Vendor forms will normally be processed by the end of the next business day after receipt.	WOLFS interfaces must be delivered to SAO by 2pm on the day of the WOLFS Processing run.	WOLFS Warrants will be available for pickup at 9 am the following business day unless otherwise indicated on the calendar.	WOLFS Reports will be available for agency use by the date & time the calendar indicates infoAdv is available after the WOLFS Run.	1 6:30am-10pm ESS available 6:30am-10pm Payroll available infoAdv unavailable (Monthly) 1:00pm-10pm WOLFS available *1pm WOLFS warrant pickup	2 6:30am-10pm ESS available 6:30am-10pm Payroll available 6:30am-10pm infoAdv available 6:30am-10pm WOLFS available	3 6:30am-10pm ESS available 6:30am-10pm Payroll available 6:30am-10pm infoAdv available 6:30am-10pm WOLFS available
4 6:30am-10pm ESS available 6:30am-10pm Payroll available 6:30am-10pm infoAdv available 6:30am-10pm WOLFS available	5 6:30am-10pm ESS available 6:30am-10pm Payroll available 6:30am-5pm infoAdv available 6:30am-5pm WOLFS available 5pm WOLFS Run	6 6:30am-10pm ESS available 6:30am-10pm Payroll available 9:00am-10pm infoAdv available 6:30am-10pm WOLFS available	7 6:30am-10pm ESS available 6:30am-10pm Payroll available 6:30am-10pm infoAdv available 6:30am-10pm WOLFS available	8 6:30am-10pm ESS available 6:30am-10pm Payroll available 6:30am-5pm infoAdv available 6:30am-5pm WOLFS available 5pm WOLFS Run	9 6:30am-5pm ESS available 6:30am-5pm Payroll available 9:00am-5pm infoAdv available 6:30am-5pm WOLFS available	10 ESS unavailable (Maint.) Payroll unavailable (Maint.) infoAdv unavailable (Maint.) WOLFS unavailable (Maint.)
11 ESS unavailable (Maint.) Payroll unavailable (Maint.) infoAdv unavailable (Maint.) WOLFS unavailable (Maint.)	12 State Holiday ESS unavailable (Holiday) Payroll unavailable (Holiday) infoAdv unavailable (Holiday) WOLFS unavailable (Holiday)	13 6:30am-10pm ESS available 6:30am-10pm Payroll available 6:30am-5pm infoAdv available 6:30am-5pm WOLFS available 5pm WOLFS Run	14 6:30am-10pm ESS available 6:30am-10pm Payroll available *5pm Final transactions due to A&I/HRD, Grp Ins, SAO (NPD&MISC) 9:00am-10pm infoAdv available 6:30am-10pm WOLFS available *UMB payments processed by noon	15 6:30am-10pm ESS available 6:30am-10pm Payroll available 6:30am-5pm infoAdv available 6:30am-5pm WOLFS available 5pm WOLFS Run	16 6:30am-10pm ESS available 6:30am-10pm Payroll available *5pm Final ESMT approvals done by A&I/HRD and Final Hand Warrant requests due to SAO 9:00am-10pm infoAdv available 6:30am-10pm WOLFS available	17 6:30am-10pm ESS available 6:30am-10pm Payroll available 6:30am-10pm infoAdv available 6:30am-10pm WOLFS available
18 6:30am-10pm ESS available 6:30am-10pm Payroll available 6:30am-10pm infoAdv available 6:30am-10pm WOLFS available	19 6:30am-5pm ESS available 6:30am-5pm Payroll available 5pm Payroll Interface Run *Agency day to finish transactions 6:30am-10pm infoAdv available 6:30am-10pm WOLFS available	20 6:30am-5pm ESS available 6:30am-5pm Payroll available 5pm Payroll Run starts *Contact SAO if TADJs process for employees with garnishments 6:30am-5pm infoAdv available 6:30am-5pm WOLFS available 5pm WOLFS Run	21 ESS unavailable (Payroll) Payroll unavailable (Payroll) Payroll Run Day 9:00am-10pm infoAdv available 6:30am-10pm WOLFS available	22 State Holiday ESS unavailable (Holiday) Payroll unavailable (Holiday) infoAdv unavailable (Holiday) WOLFS unavailable (Holiday)	23 ESS unavailable (Payroll) Payroll unavailable (Payroll) Payroll Run Day 6:30am-10pm infoAdv available 6:30am-10pm WOLFS available	24 ESS unavailable (Payroll) Payroll unavailable (Payroll) 6:30am-10pm infoAdv available 6:30am-10pm WOLFS available
25 ESS unavailable (Payroll) Payroll unavailable (Payroll) 6:30am-10pm infoAdv available 6:30am-10pm WOLFS available	26 ESS unavailable (Payroll) Payroll unavailable (Payroll) Payroll Run Day 6:30am-10pm infoAdv available 6:30am-5pm WOLFS available 5pm WOLFS pre-Retirement	27 ESS unavailable (Payroll) Payroll unavailable (Payroll) Payroll Run Day 6:30am-5pm infoAdv available 6:30am-5pm WOLFS available 5pm WOLFS Run	28 6:30am-10pm ESS available 6:30am-10pm Payroll available *9am Payroll ready for Agencies infoAdv unavailable (Retirement) 1pm-10pm WOLFS available *1pm WOLFS warrant pickup	29 6:30am-10pm ESS available 6:30am-10pm Payroll available 6:30am-10pm infoAdv available 6:30am-10pm WOLFS available	30 6:30am-10pm ESS available 6:30am-10pm Payroll available Electronic payroll deposit posting & warrant mailing 6:30am-4pm infoAdv available 6:30am-4pm WOLFS available 4pm WOLFS Run & Monthly	Payroll interfaces must be delivered to SAO by 1pm on the day of the Payroll Interface run. Payroll Hand Warrants will be processed the business day after receipt except when Payroll is unavailable.

December 2012

Number of Working Days: 21

SAO Processing Calendar (All Systems)

Color Key:

ESS Calendar
HRM Payroll Calendar

infoAdvantage Calendar
WOLFS Calendar

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Payroll interfaces must be delivered to SAO by 1pm on the day of the Payroll Interface run.	Payroll Hand Warrants will be processed the business day after receipt except when Payroll is unavailable.					1 6:30am-10pm ESS available 6:30am-10pm Payroll available infoAdv unavailable (Monthly) WOLFS unavailable (Monthly)
2 6:30am-10pm ESS available 6:30am-10pm Payroll available infoAdv unavailable (Monthly) WOLFS unavailable (Monthly)	3 6:30am-10pm ESS available 6:30am-10pm Payroll available 6:30am-10pm infoAdv available 6:30am-10pm WOLFS available	4 6:30am-10pm ESS available 6:30am-10pm Payroll available 6:30am-5pm infoAdv available 6:30am-5pm WOLFS available 5pm WOLFS Run	5 6:30am-10pm ESS available 6:30am-10pm Payroll available 9:00am-10pm infoAdv available 6:30am-10pm WOLFS available	6 6:30am-10pm ESS available 6:30am-10pm Payroll available 6:30am-5pm infoAdv available 6:30am-5pm WOLFS available 5pm WOLFS Run	7 6:30am-5pm ESS available 6:30am-5pm Payroll available 9:00am-5pm infoAdv available 6:30am-5pm WOLFS available	8 ESS unavailable (Maint.) Payroll unavailable (Maint.) infoAdv unavailable (Maint.) WOLFS unavailable (Maint.)
9 ESS unavailable (Maint.) Payroll unavailable (Maint.) infoAdv unavailable (Maint.) WOLFS unavailable (Maint.)	10 6:30am-10pm ESS available 6:30am-10pm Payroll available 6:30am-5pm infoAdv available 6:30am-5pm WOLFS available 5pm WOLFS Run	11 6:30am-10pm ESS available 6:30am-10pm Payroll available 9:00am-10pm infoAdv available 6:30am-10pm WOLFS available	12 6:30am-10pm ESS available 6:30am-10pm Payroll available *5pm Final transactions due to A&I/HRD, Grp Ins, SAO (NPD&MISC) 6:30am-10pm infoAdv available 6:30am-10pm WOLFS available	13 6:30am-10pm ESS available 6:30am-10pm Payroll available 6:30am-5pm infoAdv available 6:30am-5pm WOLFS available 5pm WOLFS Run	14 6:30am-10pm ESS available 6:30am-10pm Payroll available *5pm Final ESMT approvals done by A&I/HRD and Final Hand Warrant requests due to SAO 9:00am-10pm infoAdv available 6:30am-10pm WOLFS available *UMB payments process by noon	15 6:30am-10pm ESS available 6:30am-10pm Payroll available 6:30am-10pm infoAdv available 6:30am-10pm WOLFS available
16 6:30am-10pm ESS available 6:30am-10pm Payroll available 6:30am-10pm infoAdv available 6:30am-10pm WOLFS available	17 6:30am-5pm ESS available 6:30am-5pm Payroll available 5pm Payroll Interface Run *Agency day to finish transactions 6:30am-5pm infoAdv available 6:30am-5pm WOLFS available 5pm WOLFS Run	18 6:30am-5pm ESS available 6:30am-5pm Payroll available 5pm Payroll Run starts *Contact SAO if TADJs process for employees with garnishments 9:00am-10pm infoAdv available 6:30am-10pm WOLFS available	19 ESS unavailable (Payroll) Payroll unavailable (Payroll) Payroll Run Day 6:30am-10pm infoAdv available 6:30am-5pm WOLFS available 5pm WOLFS pre-Retirement	20 ESS unavailable (Payroll) Payroll unavailable (Payroll) Payroll Run Day 6:30am-5pm infoAdv available 6:30am-5pm WOLFS available 5pm WOLFS Run	21 6:30am-10pm ESS available 6:30am-10pm Payroll available *9am Payroll ready for Agencies 9:00am-10pm infoAdv available 6:30am-10pm WOLFS available	22 6:30am-10pm ESS available 6:30am-10pm Payroll available 6:30am-10pm infoAdv available 6:30am-10pm WOLFS available
23 6:30am-10pm ESS available 6:30am-10pm Payroll available 6:30am-10pm infoAdv available 6:30am-10pm WOLFS available	24 6:30am-10pm ESS available 6:30am-10pm Payroll available 6:30am-10pm infoAdv available 6:30am-10pm WOLFS available	25 State Holiday ESS unavailable (Holiday) Payroll unavailable (Holiday) infoAdv unavailable (Holiday) WOLFS unavailable (Holiday)	26 6:30am-10pm ESS available 6:30am-10pm Payroll available *5pm Adjustments due to SAO 6:30am-10pm infoAdv available 6:30am-10pm WOLFS available	27 6:30am-4pm ESS available 6:30am-4pm Payroll available 4pm Payroll Year End Run Starts 6:30am-5pm infoAdv available 6:30am-5pm WOLFS available 5pm WOLFS Run	28 ESS unavailable (Year End) Payroll unavailable (Year End) infoAdv unavailable (Retirement) 1pm-10pm WOLFS available *1pm WOLFS warrant pickup	29 6:30am-10pm ESS available Payroll unavailable (Year End) 6:30am-10pm infoAdv available 6:30am-10pm WOLFS available
30 6:30am-10pm ESS available Payroll unavailable (Year End) 6:30am-10pm infoAdv available 6:30am-10pm WOLFS available	31 6:30am-10pm ESS available Payroll unavailable (Year End) Electronic payroll deposit posting & warrant mailing 6:30am-10am infoAdv available 6:30am-10am WOLFS available *Interfaces due at 8:00am* 10am WOLFS Run & Monthly		Vendor forms will normally be processed by the end of the next business day after receipt.	WOLFS interfaces must be delivered to SAO by 2pm on the day of the WOLFS Processing run.	WOLFS Warrants will be available for pickup at 9 am the following business day unless otherwise indicated on the calendar.	WOLFS Reports will be available for agency use by the date & time the calendar indicates infoAdv is available after the WOLFS Run.