



## Affinity Group

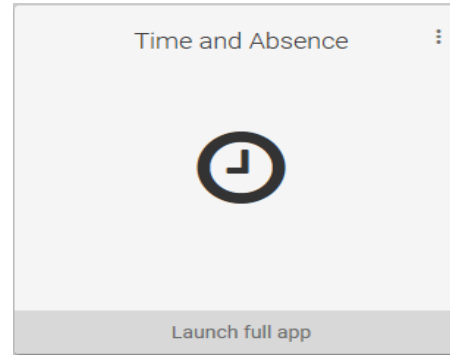
### November 13, 2018

- The University of Wisconsin Service Center will*
- *Serve...the people of the University of Wisconsin System*
  - *Collaborate...by being supportive and constructive*
  - *Act with Integrity...always and in all matters*

# Agenda

- HRS Enhancements
- BN: Wellness Incentive – Taxable Income  
New Hire Self Service  
Benefits Billing Processing Calendar  
ACA Reminder
- AM: Sick Leave Credit Escrow Application
- PY: Workflow for Add'l Pay Query Update  
Nonstandard Processing Schedule  
New Portal Articles  
Cancelled 11/20/18 AG Call  
Important Year-End Payroll Dates  
Calendar Review  
Institutional Feedback

- Monthly ESS employees submit their absence requests through the time and absence tile on the MyUW portal.



- Employees use Absence Employee Self Service to:
  - Request absences
  - View leave reports
  - Review absence balances
  - View and edit absence requests
  - Cancel absence requests

## Request Absence Tab (functionality remains the same)

**Employee Self Service** **Time** Home Menu Help

**Request Absence**

- Request Absence
- Leave Reports
- Absence Balances
- View / Edit Requests
- Cancel Absences

**Request Absence**  
Note that ALRA conversion takes must be entered between the dates of 7/1/2018 and 10/31/2018.

\*Absence Name:

Reason:

Hours Per Day:

\*Start Date:

End Date:

Duration:  Hours

Entry Type:

Comments:

**Balance Information**

As Of 09/30/2018 208.00 Hours\*\*

[View Balances](#) >

[View / Edit Requests](#) >

Disclaimer The current balance does not reflect absences that have not been processed.

\*\*Added number of hours available for the absence type selected as of the last confirmed payroll

## Leave Reports Tab

- Table updates when the leave is entered and approved and the overnight processes have run

**Employee Self Service** **Time**

**Request Absence**

**Leave Reports**

**Absence Balances**

**View / Edit Requests**

**Cancel Absences**

### Leave Reports

[Leave Report Notice](#) [Leave Reports Help](#)

Enter any missed leave via the **'Request Absence'** button on the left. Enter a 'No Leave Taken' absence for any month where no leave was taken. After submitting an absence or 'No Leave Taken', the Missing Leave Report below will continue to show the month(s) as missing a leave report until the next business day.

Leave Reports for Faculty, Academic Staff and Limited Appointees must be submitted for every month, **even if no leave was taken during the month**. Unsubmitted leave reports for the prior fiscal year will **reduce your current sick leave balance**. Direct questions to your supervisor or [human resources office](#).

**Generic Monthly Leave Report** **Generic Monthly Summer Leave Report**

#### Missing Leave Report from July 2017 to October 2018

**Emplid:** 00000000 TAMMY TRAVEL

Bus Unit	Dept ID	Employee Record	HR Status	Missing Reports
UW	X261000	0	A	2018 - September
		<b>Approver:</b> 00000000 KELLY KEEPER		2018 - October

## Absence Balances Tab

Employee Self Service
Time

Request Absence

Leave Reports

Absence Balances

View / Edit Requests

Cancel Absences

### Absence Balances for

\*Balances for Job 0 -

\*Balances for Year 2018 \*and Period 09/30/2018 - M09

You are currently missing 4 leave reports. Please submit as soon as possible.

Posted Leave Balances for Period Ending 09/30/2018 - ARG M09

Leave Type	Beg Earn Balance <span style="font-size: 0.8em;">i</span>	Earned <span style="font-size: 0.8em;">i</span>	Used/Adj <span style="font-size: 0.8em;">i</span>	Ending Earned Balance <span style="font-size: 0.8em;">i</span>	Available Balance <span style="font-size: 0.8em;">i</span>
Vacation	29.33	14.67	0.00	44.00	176.00
Vacation Carryover	40.00		0.00	40.00	40.00
Sick	169.62	0.00	0.00	169.62	169.62
Banked Leave	0.00		0.00	0.00	0.00
Pers-Holiday	36.00	0.00	0.00	36.00	36.00
Legal-Holiday	8.00	8.00	0.00	16.00	72.00

Projected Balances for Oct 1 to Oct 31 - ARG M10

Leave Type	Beginning Balance <span style="font-size: 0.8em;">i</span>	Current Usage <span style="font-size: 0.8em;">i</span>	Current Balance <span style="font-size: 0.8em;">i</span>	Future Usage <span style="font-size: 0.8em;">i</span>	Future Balance <span style="font-size: 0.8em;">i</span>
Vacation	176.00	0.00	176.00	0.00	176.00
Vacation Carryover	40.00	0.00	40.00	0.00	40.00
Sick	169.62	0.00	169.62	0.00	169.62
Banked Leave	0.00	0.00	0.00	0.00	0.00

## Absence Balances Tab

- Biweekly ESS users will also see the projected leave balances display through the portal

The screenshot displays the MyUW portal interface. At the top, there is a red header with the MyUW logo and a search bar labeled 'Search MyUW'. Below this is a dark grey navigation bar with the text 'Time and Absence'. The main content area features several red buttons: 'Enter Absence', 'View Leave Balances' (which is highlighted with a yellow background), 'Edit/Cancel Absence', and 'Timesheet'. Below the 'Timesheet' button, there is a note: 'Students should not work more than 25 hrs/week (40 hrs/week during breaks/summer term) to comply with policy.' At the bottom of the content area, there are three tabs: 'Absence' (which is selected and underlined), 'Time Entry', and 'Leave Reports'.

## Absence Balances Tab

- Posted Leave Balances:
  - Defaults balances as of the last payroll confirmation
  - Historical balances available by year and pay period

**View Absence Balances**

Empl ID/Name 00000000 ERNIE EMPLOYEE

\*Display balances for job 0 - WINDOW WASHER

\*Display balances for year 2018 \*and 10/13/2018 - 10A period

**Posted Leave Balances for Period Ending 10/13/2018 - HPR 10A**

Leave Type	Beg Earn Balance	Earned	Used/Adj	Ending Earned Balance	Available Balance
Vacation	76.98	0.00	0.00	76.98	120.00
Vacation Carryover	0.00		0.00	0.00	0.00
Sick	844.59	0.00	0.00	844.59	844.59
Sick YTD	68.50	0.00	0.00	68.50	
Banked Leave	130.00		0.00	130.00	130.00
Pers-Holiday	28.00	0.00	0.00	28.00	28.00
Legal-Holiday	16.00	0.00	0.00	16.00	48.00
Comp-Time	0.00	0.00	0.00	0.00	0.00
Comp-Time Carryover	0.00		0.00	0.00	0.00



## Absence Balances Tab

- Projected Leave Balances:
  - Balances indicative of absences submitted, approved *and* processed overnight (does not require payroll confirmation)
  - Only available when viewing the latest confirmed pay period

Projected Balances for Oct 14 to Oct 27 - HPR 10B					
Leave Type	Beginning Balance	 Current Usage	 Current Balance	 Future Usage	 Future Balance
Vacation	120.00	0.00	120.00	0.00	120.00
Vacation Carryover	0.00	0.00	0.00	0.00	0.00
Sick	844.59	0.00	844.59	0.00	844.59
Sick YTD	68.50	0.00	68.50	0.00	68.50
Banked Leave	130.00	0.00	130.00	0.00	130.00
Pers-Holiday	28.00	0.00	28.00	0.00	28.00
Legal-Holiday	16.00	0.00	16.00	0.00	16.00

## Absence Balances Tab

- During the last payroll and benefit user group meeting, institutions recommended updating the column headers on the leave balance displays
- Information buttons have been added to assist with clarifying these columns
- Please send feedback to your AG with column header recommendations

**View Absence Balances**

Empl ID/Name: 00000000 ERNIE EMPLOYEE

\*Display balances for job: 0 - WINDOW WASHER

\*Display balances for year: 2018 \*and 10/13/2018 - 10A period

**Posted Leave Balances for Period Ending 10/13/2018 - HPR 10A**

Leave Type	Beg Earn Balance	Earned	Used/Adj	Ending Earned Balance	Available Balance
Vacation	76.98	0.00	0.00	76.98	120.00
Vacation Carryover	0.00		0.00	0.00	0.00
Sick	844.59	0.00	0.00	844.59	844.59
Sick YTD	68.50	0.00	0.00	68.50	
Banked Leave	130.00		0.00	130.00	130.00
Pers-Holiday	28.00	0.00	0.00	28.00	28.00
Legal-Holiday	16.00	0.00	0.00	16.00	48.00
Comp-Time	0.00	0.00	0.00	0.00	0.00
Comp-Time Carryover	0.00		0.00	0.00	0.00

## View / Edit Requests Tab (functionality remains the same)

The screenshot displays the 'Employee Self Service' interface. The top navigation bar is red and contains a back arrow, the text 'Employee Self Service', the word 'Time', and icons for home, menu, and notifications. On the left, a sidebar lists several options: 'Request Absence', 'Leave Reports', 'Absence Balances', 'View / Edit Requests' (highlighted in green), and 'Cancel Absences'. The main content area is titled 'View / Edit Requests' and shows a table of requests. The table has a header 'View / Edit Requests' and '15 rows'. The first row is for 'Vacation (UNC)' with a status of 'Canceled', a date of '10/30/2018', and a duration of '8 Hours'. The second row is for 'Sick Leave (UNC)' with a status of 'Submitted', a date of '10/01/2018', and a duration of '8 Hours'. The third row is for 'Sick Leave (UNC)' with a date range of '09/27/2018 - 09/28/2018'.

View / Edit Requests		15 rows
<b>Vacation (UNC)</b> Canceled	10/30/2018	8 Hours >
<b>Sick Leave (UNC)</b> Submitted	10/01/2018	8 Hours >
<b>Sick Leave (UNC)</b>	09/27/2018 - 09/28/2018	

## Cancel Absences Tab (functionality remains the same)

The screenshot displays the 'Employee Self Service' interface. The top navigation bar is red and contains the text 'Employee Self Service', 'Time', and icons for home, menu, and refresh. On the left, a sidebar lists several options: 'Request Absence', 'Leave Reports', 'Absence Balances', 'View / Edit Requests', and 'Cancel Absences'. The 'Cancel Absences' option is highlighted in green. The main content area is titled 'Cancel Absences' and includes a 'View / Edit Requests' link and a '5 rows' indicator. Below this, there is a table with two rows of data. The first row is for 'Vacation (UNC)' submitted on 10/30/2018 for 8 hours. The second row is for 'Sick Leave (UNC)' submitted on 10/01/2018 for 8 hours. Each row has a right-pointing chevron icon.

Cancel Absences	
View / Edit Requests	
5 rows	
<b>Vacation (UNC)</b> Submitted	10/30/2018 8 Hours >
<b>Sick Leave (UNC)</b> Submitted	10/01/2018 8 Hours >

## Cancel Absences Tab (functionality remains the same)

The screenshot displays the 'Employee Self Service' interface. The top navigation bar is red and contains a back arrow, the text 'Employee Self Service', the word 'Time', and icons for home, menu, and refresh. The left sidebar lists several options: 'Request Absence', 'Leave Reports', 'Absence Balances', 'View / Edit Requests', and 'Cancel Absences'. The 'Cancel Absences' option is highlighted in green. The main content area is titled 'Cancel Absence' and includes a link 'Return to Cancel Absences'. A note states: 'Note that ALRA conversion takes must be entered between the dates of 7/1/2018 and 10/31/2018.' A green 'Cancel Absence' button is located to the right of this note. Below the note is the 'Absence Details' section, which lists the following information: Absence Name: Vacation (UNC); Reason: Select Absence Reason; Hours Per Day: 8.00; Start Date: 10/30/2018; End Date: 10/30/2018; Duration: 8.00 Hours; Status: Submitted; and Comments. At the bottom, there is a 'Cancel Details' section with a 'Comments' label and a text input field.

**Employee Self Service** **Time**

**Request Absence**

**Leave Reports**

**Absence Balances**

**View / Edit Requests**

**Cancel Absences**

**Cancel Absence**

[Return to Cancel Absences](#)

Note that ALRA conversion takes must be entered between the dates of 7/1/2018 and 10/31/2018.

**Cancel Absence**

**Absence Details**

**Absence Name** Vacation (UNC)

**Reason** Select Absence Reason

**Hours Per Day** 8.00

**Start Date** 10/30/2018

**End Date** 10/30/2018

**Duration** 8.00 Hours

**Status** Submitted

**Comments**

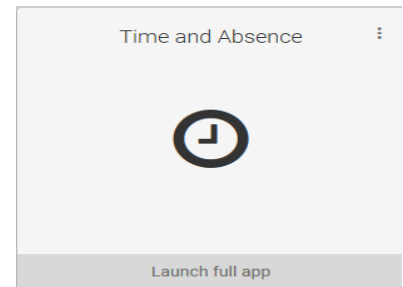
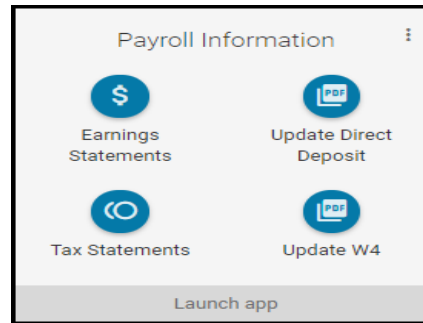
**Cancel Details**

**Comments**

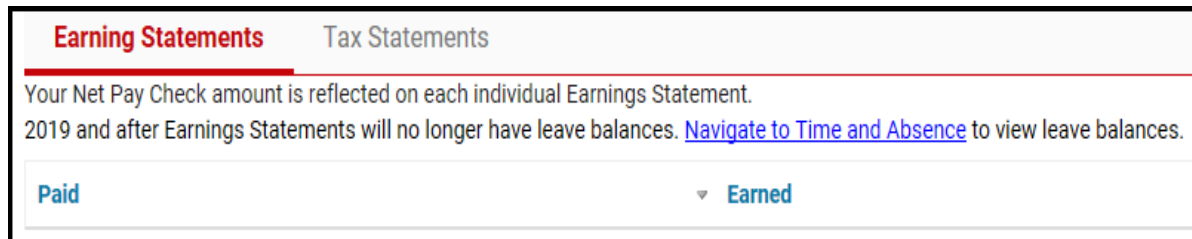
To assist the SC in enhancing system-wide and portal resources, please send your institution's absence documents (or links to documents), used for new monthly employees, to your AG Lead.

# New 2019 Earnings Statement

- Effective with 2019 Earnings Statements (12M and Dec B) leave balances will no longer appear on the statements



- Leave balance information is available on the Time and Absence portal tile
- The Earnings Statement tab will include a link to the Time and Absence portal tile



# HRS Enhancement

- Payroll Administrators will be able to view and print post 2018 Earnings Statements from the Review Self Service Paycheck page in HRS

Review Self Service Paycheck

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Company begins with [ ]

Pay Group begins with [ ]

Empl ID begins with [ ]

Name begins with [ ]

Case Sensitive

Search Clear Basic Search Save Search Criteria

- Pre 2019 Earnings Statements will remain available in Cypress



# Questions?



# Wellness Incentive – Taxable Income



The \$150 Well Wisconsin Incentive is a fringe benefit; therefore, it is considered taxable income. The Department of Employee Trust Funds (ETF) sends reports to notify the UW of employees who have received the incentive.

The payrolls that employees will be taxed on are:

- Biweekly: Nov B Payroll, payable December 6
- Monthly: Nov Monthly Payroll, payable November 30

A report of employees who will be taxed and an email template to assist institutions with employee communications will be provided.

**NEW:** UW System HR will be sending a communication to the individuals that have received the incentive; however, are in a NON-pay group or do not have taxable wages in 2018. The communication will be to notify them that they are responsible for reporting their wellness incentive taxable income.

Institutions will be sent a list of their affected individuals and a copy of the letter.

# Benefits New Hire Self Service 11/2-12/1

- Employees will be able to see and elect Delta Dental for coverage begin date of 12/1/18
  - UWSC Benefits Team will monitor for these enrollments
    - UWSC will waive Delta Dental row for 12/1
    - UWSC will contact institution Benefits Admin
    - Paper application will be required for 1/1/19
    - Not considered an appeal if completed within 30 days of hire

Enrollment Summary			
State Group Health	Before Tax	After Tax	<a href="#">Edit</a>
Current: Waive			
New: Waive			
Delta Dental	Before Tax	After Tax	<a href="#">Edit</a>
Current: No Coverage			
New: <b>Waive</b>			
Dental Wisconsin	Before Tax	After Tax	<a href="#">Edit</a>
Current: Waive			
New: Waive			
EPIC Benefits+	Before Tax	After Tax	<a href="#">Edit</a>
Current: Waive			
New: Waive			

# New Hire Confirmation Statements 11/2 – 12/1

- Employees will see Delta Dental effective 12/1/18 on New Hire Confirmation Statement
  - Confirmation Statements will not be reissued for this scenario

<b>Benefit</b>	<b>Coverage Level</b>	<b>Dependents</b>	<b>Coverage Begin</b>
State Group Health GHC-SC WI w/o Dental	Single	N/A	01-DEC-2018
Delta Dental PPO Select	Single	N/A	01-DEC-2018
EPIC Benefits+ without Vision	Single	N/A	01-DEC-2018
Dental Wisconsin Preferred Provider Plan (PPO)	Single	N/A	01-DEC-2018
VSP Vision Insurance VSP Vision Insurance	Single	N/A	01-DEC-2018

# New Hire Self Service 12/2 – 12/31

- Employees will be able to see but not elect Dental WI and EPIC for Coverage Begin Date of 1/1/19
  - Statements will appear correctly for Coverage Begin Date 1/1/19

Enrollment Summary			
State Group Health	Before Tax	After Tax	<a href="#">Edit</a>
Current: Waive			
New: Waive			
Delta Dental	Before Tax	After Tax	<a href="#">Edit</a>
Current: No Coverage			
New: <b>Waive</b>			
Dental Wisconsin	Before Tax	After Tax	
Current: Waive			
New: Waive			
EPIC Benefits+	Before Tax	After Tax	
Current: Waive			
New: Waive			
VSP Vision Insurance	Before Tax	After Tax	<a href="#">Edit</a>



# Benefits Billing November Calendar Update

- Final Calc Date for Benefits Billing changed from 11/20/18 to 11/22/18
  - Conflict with Payroll Final Calc and Finance Post Confirm
- Invoices available in Cypress 11/23/18
- Invoices printed and mailed by UWSC 11/23/18
- <https://uwservice.wisconsin.edu/administration/benefits-billing#calendar>

# ACA Reminders

- ACA Hours Entry
  - Reminder to enter ACA hours timely
  - Monthly ACA process only updates for the previous 90 days
  - Updates to older time periods will not show on ACA Reports until the full year process in December
- 2018 full year ACA process planned for Dec 23-25
  - All 2018 hours entered before 12/20/18 will be included
- January processing moved to 1/5/19
  - December hours entered before 1/4/19 are included
  - Final process before year end reporting

# ACA Reminders

- Requests for 2018 ACAHW entries older than 90 days should be sent to your Affinity Group by 11/30/18 in the following format:
  - Name
  - Empl ID
  - Empl Record
  - Date (cannot be a date range)
  - Number of hours on that date



# Questions?



# ET-4305 Sick Leave Credit Escrow Application



## Sick Leave Credit Escrow Application

Wis. Stat. § 40.05 (4) (b)

Wisconsin Department  
of Employee Trust Funds  
PO Box 7931  
Madison WI 53707-7931  
  
1-877-533-5020 (toll free)  
Fax 608-267-4549  
etf.wi.gov

To escrow means to preserve or bank your sick leave credits for use at a later date. See the next page for additional important information. Make a copy for your records and return original to ETF.

1. Information About You	
Your Name (first, middle, last, former/maiden)	ETF Member ID or SSN
Mailing Address (Street or P.O. box, city, state, ZIP code)	Birth date (MM/DD/CCYY)
<input type="checkbox"/> Check the box if this is a change of address.	

2. Eligibility Reason	
<input type="checkbox"/> I am a <b>retiring or retired state employee</b> who is eligible to use sick leave credits to pay health insurance premiums. I hereby apply to escrow my sick leave credits.	Employment termination date (MM/DD/CCYY)
<b>or</b>	
<input type="checkbox"/> I am the <b>survivor of a deceased active or retired state employee</b> who is eligible to use sick leave credits to pay health insurance premiums. I hereby apply to escrow my sick leave credits.	Deceased employee's name (first, middle, last)
	Deceased employee's ETF Member ID or SSN

3. Certification of Comparable Coverage (Required)			
You must have comparable non-state health insurance coverage continuously throughout the escrow period and provide the policy information. Comparable coverage means a plan with hospital, medical and prescription drug benefits substantially equivalent to the state's It's Your Choice (IYC) Access Plan or IYC Access Medicare Plus plan. To verify comparable coverage, please submit a copy of the <i>Schedule of Benefits</i> and/or <i>Summary of Benefits and Coverage</i> from your new health insurance provider with this application.			
<b>For retiring state employees:</b> ETF <i>must receive this escrow application at the time you submit your retirement application.</i> Your eligible dependents must also be covered if you intend to cover them upon re-enrolling to use your sick leave credits. If your eligible dependents are not covered by comparable coverage, they cannot be covered upon re-enrollment to use your sick leave credits again.			
<b>For retired state employees:</b> ETF must receive your escrow application at least 30 day before you wish to cancel your state health insurance coverage. Your sick leave credits will be escrowed at the beginning of the month after ETF receives your signed escrow form.			
<b>For survivors of deceased active or retired state employees at the time of the employee's death:</b> In order to immediately escrow the deceased employee's sick leave credits and not have them used for the payment of your state health insurance premiums at this time, <i>ETF must receive this escrow application within 90 days after the date of death, or within 30 days of notification by ETF, whichever is later.</i>			
<input type="checkbox"/> I certify that I am currently insured by health insurance comparable to the coverage offered by the state group health insurance program IYC Access Plan or IYC Access Medicare Plus Plan.			
Comparable coverage insurance provider	Subscriber (Policy) number	Group number	Coverage begin date

4. Authorization		
By signing this application, I attest that I have reviewed and understand the information provided on both pages of this form. I understand that Wis. Stat. § 943.395 provides criminal penalties for knowingly making false or fraudulent claims on this form. Accordingly, I hereby certify that the above information is true and correct, to the best of my knowledge and belief.		
Signature (Required)	Date (MM/DD/CCYY)	Daytime phone ( )

Reminder from ETF:  
The Sick Leave Credit Escrow Application was updated earlier this year. Please make sure institution web pages link to ETF for the most current version.

Link to the online version:  
<http://etf.wi.gov/publications/et4305.pdf>

# Questions?



# Workflow for Addl Pay Query Updates

## Workflow for Additional Pay Query Updates:

- A 4<sup>th</sup> WfAP query has been developed:  
UW\_PY\_WFAP\_TRANS\_HIST
  - Used to monitor status of addl pay requests prior to first prelim calc
  - Each completed step on a request will appear in the output
- A DeptID filter has been added to the Pending Approvals Query (UW\_PY\_WFAP\_PENDING\_APPROVALS)
- Navigation for all queries: Reporting Tools > Query > Query Viewer
- See KB-86904: PY – Workflow for Additional Pay Queries for details

# Non-Standard Processing Schedule

## 11A Processing Schedule:

- 11/9 Create Paysheets (Friday)
- 11/12 Payline Deadline – 4:30 pm (Monday)
- 11/12 Payline Load (Monday)
- 11/13 FICA Deadline (Tuesday)
- 11/14 Final Calc/Confirm – Noon (Wednesday)

## 11M Processing Schedule:

- 11/15 Create Paysheets (Thursday)
- 11/16 Payline Deadline – 4:30 pm (Friday)
- 11/18 Payline Load (Sunday)
- 11/19 FICA Deadline (Monday)
- 11/20 Final Calc/Confirm – Noon (Tuesday)

# UW Portal Articles

- HR, Payroll, and Benefits news articles are posted to the University of Wisconsin Service Center website regularly at <https://uwservice.wisconsin.edu/news/>.
- Newly published articles to link to or share when reaching out to employees are highlighted below:
  - Supplemental Dental Insurance Enrollment Extended to December 28, 2018 (11/12/18)
  - 2019 Tax-Sheltered Annuity and Wisconsin Deferred Compensation Limits (11/7/18)

# Cancelled 11/20/18 AG Call

- Due to our compressed November payroll processing timeline and payroll calc, the AG call on Tuesday, November 20, 2018, is cancelled
- Continue to submit questions, concerns and requests as they arise

# Important Year-End Payroll Dates

Date	Event
11/30/2018	Last on-cycle pay date in 2018 for monthly paid staff (the 11M)
12/14/2018	Check Correction deadline to guarantee employees' original W-2s reflect the correct amounts
12/20/2018	Last on-cycle pay date in 2018 for bi-weekly paid staff (the 12A)
12/26/2018	NOON – Deadline for Missed Payroll submissions for inclusion on 2018 W-2s. They will be printed in the early afternoon.
12/26/2018	Last off-cycle check date for 2018 (bi-weekly and monthly paid staff)
12/28/2018	6:00 PM! Deadline for Foreign National Personal Data Changes in Glacier (related to 1042-S 2018)
1/4/2019	Final deadline for last minute Check Correction adjustments on an employee's W-2 (not guaranteed, based on volume)
1/4/2019	Deadline for Taxable Fringe Adjustments for calendar year 2018
1/4/2019	Deadline for Guaranteed Personal Data Changes (for ACA and W2 data)



# Important Year-End Payroll Dates cont'd

Date	Event
1/11/2019	Deadline to choose electronic-only distribution of your W2
1/16/2019	Target date for starting the printing of W2s
1/23/2019	Targeted date for finish printing W2s
1/30/2019	Targeted date for employees to receive 2018 W-2s
1/31/2019	IRS postmark deadline for employees 2018 W-2s
2/27/2019	Targeted print date for 2018 Fellowship/Scholarship Letters
2/28/2019	Targeted print date for 2018 1042-S forms
3/3/2019	CYE posts to WISDM (approximately)
3/11/2019	Targeted date for employees to receive 2018 1042-S forms (3/15/2019 due)

<https://uwservice.wisconsin.edu/administration/cye>

# Questions?



# PY Calendar Review

November 2018						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	31	1 [11M] Pay Period Begin [10M] Pay Date [10B] Final Calc [10B] Confirmation Deadline (Eve)	2	3
4	5	6	7	8 [10B] Pay Date	9 [11A] 1st Batch Prelim Calc	10 [11A] Pay Period End
11 [11B] Pay Period Begin [11A] 2nd Batch Prelim Calc	12 [11A] 3rd Batch Prelim Calc [11A] Payroll and Benefit Retro and Payline Load Veterans Day [Federal Reserve Bank Holiday] (Observed)	13 [11A] 4th Batch Prelim Calc [11A] FICA Deadline	14 [11A] Final Calc [11A] Confirmation Deadline (Eve)	15 [11M] 1st Batch Prelim Calc	16 [11M] 2nd Batch Prelim Calc	17 [11M] 3rd Batch Prelim Calc
18 [11M] 4th Batch Prelim Calc [11M] Payroll and Benefit Retro and Payline Load	19 [11M] 5th Batch Prelim Calc [11M] FICA Deadline	20 [11M] Final Calc [11M] Confirmation Deadline (Eve)	21 [11A] Pay Date	22 Thanksgiving	23	24 [11B] Pay Period End
25 [12A] Pay Period Begin [11B] 1st Batch Prelim Calc	26 [11B] 2nd Batch Prelim Calc	27 [11B] Payroll and Benefit Retro and Payline Load [11B] 3rd Batch Prelim Calc	28 [11B] FICA Deadline [11B] 4th Batch Prelim Calc	29 [11B] Final Calc [11B] Confirmation Deadline (Eve)	30 [11M] Pay Date [11M] Pay Period End	1