<table>
<thead>
<tr>
<th>PAYROLL CYCLE</th>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>WEEK 1 – COMPUTE</td>
<td>DAY 1</td>
<td>DAY 2 - COMPUTE</td>
<td>DAY 3</td>
<td>DAY 4 - PAYDAY</td>
<td>DAY 5</td>
</tr>
<tr>
<td>WEEK 2 – OFF COMPUTE</td>
<td>DAY 6</td>
<td>DAY 7</td>
<td>DAY 8</td>
<td>DAY 9</td>
<td>DAY 10</td>
</tr>
</tbody>
</table>

### DAILY DUTIES
- ☐ Submit Cancelled Warrants
- ☐ Submit Cash Pay Applications
- ☐ Submit Overpay Worksheets

### DAILY DEADLINES
- ☐ Submit GAO-99A for handwrites by 12 pm (noon) daily

---

**DAY 1**
- ☐ ZR530 Employee Time Entry (ETE) Interface Reports
- ☐ ZS535 Employee Time Entry (ETE) Interface Reports
- ☐ Data Warehouse Missing Time Records Report
- ☐ LP264 Review for negative leave balance
- ☐ PR135 Time Record Edit
- ☐ Enter special payments Leave Payouts, Lump Sum Payments, Retro
- ☐ Respond to issues identified by GAO Central Payroll

**DAY 1: DEADLINES**
- ☐ Labor Distribution: Last day to update AFIS for interface to HRIS 7:15pm
- ☐ Donated Leave: Submit Donations by 6 pm

**DAY 2: COMPUTE TUESDAY**
- ☐ Data Warehouse Missing Time Records Report
- ☐ Enter time record adjustments
- ☐ Respond to issues identified by GAO Central Payroll

**DAY 2: DEADLINES**
- ☐ PR135 Time Record Edit – run before 2 pm
- ☐ One-Time Deduction Requests due by 12 pm (noon)
- ☐ Garnishment Documents due by 12 pm (noon)
- ☐ HRIS Security for all turned on at 2 pm

**DAY 3**
- ☐ Data Warehouse Payroll Transactions Detail
- ☐ Data Warehouse Payroll Transactions Summary
- ☐ Data Warehouse Consolidated Payroll Register
- ☐ LP264 review for negative leave balance
- ☐ First day to submit Direct Deposit Reversal Request

**DAY 4: PAYDAY**
- ☐ Check AFIS PEDF1 payroll errors on FIN-AZ-AP-N505 Report
- ☐ Submit GAO-73B forms
- ☐ First day of Direct Deposit Returns from bank

**DAY 5**
- ☐ GAO CENTRAL PAYROLL DOES NOT REQUIRE DAILY TASKS

**DAY 5: DEADLINES**
- ☐ Submit GAO-73B forms by 12 pm (noon)

**DAY 6**
- ☐ Enter prior pay period Time Record Adjustments

**DAY 7**
- ☐ GAO CENTRAL PAYROLL DOES NOT REQUIRE DAILY TASKS

**DAY 7: DEADLINES**
- ☐ Direct Deposit Reversal last day: Submit request by 2 pm

**DAY 8**
- ☐ Employee can begin ETE Time Card Entry
- ☐ Cash Pay Card applications processed by GAO Central Payroll
- ☐ HRIS Time Entry (XR32/XR35)

**DAY 9**
- ☐ ETE Supervisor Review/Approve Time
- ☐ ASRS Waiting Period Review/Corrections

**DAY 9: DEADLINES**
- ☐ Transit Card: Request final billing to be included on compute by 6 pm

**DAY 10**
- ☐ ETE Proxy Review/Approve Time
- ☐ ETE ZS210 Missing Time Card Report
- ☐ ETE: Last day to update AFIS labor for HRIS

**DAY 10: DEADLINES**
- ☐ Alternate Contribution Rate (ACR) for contractors reporting and auto-transfer by 6 pm