

**Agency Testing Schedule
Payroll Improvement Project**

| End Date | System "Day" | Check Date | Activity | Instructions / Notes |
|------------|--------------|----------------|--|---|
| 12/8/2020 | Friday | | Navigation Familiarization | |
| 12/8/2020 | Friday | | Validate security | |
| 12/8/2020 | Friday | | Review converted data | |
| 12/8/2020 | Friday | | Verify PS Queries | |
| 12/8/2020 | Friday | | Review New Pensions and Savings Plans Pages | |
| 12/8/2020 | Friday | | Review Direct Deposit Set up / Multiple Jobs | |
| 12/9/2020 | Friday | admin 9/2/2020 | Receive Master file for check date 9/2/2020* | |
| 12/18/2020 | any | any | Test PS Queries | queries can be run at any time and should be run to match with regular processing |
| 12/18/2020 | any | any | Enter Job transactions | |
| 12/18/2020 | any | any | Enter a miscellaneous payment | |
| 12/18/2020 | any | any | Reserve an Emplid | |
| 12/18/2020 | any | any | Submit AI File | |
| 12/18/2020 | any | any | Enter Hire/Rehire/Concurrent Hires | |
| 12/18/2020 | any | any | Run DD query | suggest running query after a DD has been created/updated |
| 12/18/2020 | any | any | Establish a Savings plan ORP/VDC | Deferred Compensation comes on a file |
| 12/18/2020 | any | any | Set up a 403b before tax deduction | |
| 12/18/2020 | any | any | Set up a 403b after tax deduction | |
| 12/18/2020 | any | any | Establish a Pension Plan | |
| 12/18/2020 | any | any | Submit a stop payment form | |
| 12/9/2020 | Friday | inst 9/10/2020 | Enter Job Transactions | must be entered by Friday to show on Institution 9/10/20 check |
| 12/9/2020 | Friday | inst 9/10/2020 | Enter a miscellaneous payment | must be entered by Friday to show on Institution 9/10/20 check |
| 12/9/2020 | Friday | inst 9/10/2020 | Enter Hire/Rehire/Concurrent Hires | must be entered by Friday to show on Institution 9/10/20 check |
| 12/9/2020 | Friday | inst 9/10/2020 | Establish a Mid PP Addl Pay | must be entered by Friday to show on Institution 9/10/20 check |

* Agencies must request Master files be delivered to them by emailing the Payroll Improvement Project mailbox

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| 12/9/2020 | Friday | inst 9/10/2020 | End Mid PP Addl Pay | must be entered by Friday to show on Institution 9/10/20 check |
| 12/9/2020 | Friday | inst 9/10/2020 | Load agency time entry / enter online if no file | |
| 12/10/2020 | Tuesday | inst 9/10/2020 | Submit AI File | must be entered by Tuesday to show on Admin 9/16/20 check (following Tuesday is deadline for Inst 9/24/20 check, entries accepted) |
| 12/10/2020 | Tuesday | inst 9/10/2020 | Agency Submit Time Entry File / Online Entry | must be entered by Tuesday to show on Admin 9/16/20 check (following Tuesday is deadline for Inst 9/24/20 check, entries accepted) |
| 12/10/2020 | Tuesday | inst 9/10/2020 | Establish a Savings plan ORP/VDC | must be entered by Tuesday to show on Institution 9/10/20 check; Deferred Compensation comes on a file |
| 12/10/2020 | Tuesday | inst 9/10/2020 | Validate time entry loaded on paysheet | |
| 12/10/2020 | Tuesday | inst 9/10/2020 | Set up a 403b before tax deduction | must be entered by Tuesday to show on Institution 9/10/20 check |
| 12/10/2020 | Tuesday | inst 9/10/2020 | Set up a 403b after tax deduction | must be entered by Tuesday to show on Institution 9/10/20 check |
| 12/10/2020 | Tuesday | inst 9/10/2020 | Establish a Pension Plan | must be entered by Tuesday to show on Institution 9/10/20 check |
| 12/11/2020 | Wednesday | inst 9/10/2020 | Create/update DD record | must be entered by Wednesday to show on Institution 9/10/20 check |
| 12/11/2020 | Wednesday | inst 9/10/2020 | Receive AI Feedback Files | 574B will be available the day after AI is submitted |
| 12/11/2020 | Wednesday | inst 9/10/2020 | Review paycheck data | |
| 12/14/2020 | Thursday | inst 9/10/2020 | Review paycheck | |
| 12/15/2020 | Friday | inst 9/10/2020 | Receive Master file for check date 9/10/2020* | |
| 12/15/2020 | Friday | admin 9/16/2020 | Enter Job Transactions | must be entered by Friday to show on Admin 9/16/20 check |

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| 12/15/2020 | Friday | admin 9/16/2020 | Enter a miscellaneous payment | must be entered by Friday to show on Admin 9/16/20 check |
| 12/15/2020 | Friday | admin 9/16/2020 | Enter Hire/Rehire/Concurrent Hires | must be entered by Friday to show on Admin 9/16/20 check |
| 12/15/2020 | Friday | admin 9/16/2020 | Establish a Mid PP Addl Pay | must be entered by Friday to show on Admin 9/16/20 check |
| 12/15/2020 | Friday | admin 9/16/2020 | End Mid PP Addl Pay | must be entered by Friday to show on Admin 9/16/20 check |
| 12/15/2020 | Friday | admin 9/16/2020 | Load agency time entry / enter online if no file | |
| 12/16/2020 | Tuesday | admin 9/16/2020 | Submit AI File | must be entered by Tuesday to show on Inst 9/24/20 check |
| 12/16/2020 | Tuesday | admin 9/16/2020 | Agency Submit Time Entry File / Online Entry | must be entered by Tuesday to show on Inst 9/24/20 check |
| 12/16/2020 | Tuesday | admin 9/16/2020 | Establish a Savings plan ORP/VDC | must be entered by Tuesday to show on Admin 9/16/20 check; Deferred Compensation comes on a file |
| 12/16/2020 | Tuesday | admin 9/16/2020 | Validate time entry loaded on paysheet | |
| 12/16/2020 | Tuesday | admin 9/16/2020 | Set up a 403b before tax deduction | must be entered by Tuesday to show on Admin 9/16/20 check |
| 12/16/2020 | Tuesday | admin 9/16/2020 | Set up a 403b after tax deduction | must be entered by Tuesday to show on Admin 9/16/20 check |
| 12/16/2020 | Tuesday | admin 9/16/2020 | Establish a Pension Plan | must be entered by Tuesday to show on Admin 9/16/20 check |
| 12/17/2020 | Wednesday | admin 9/16/2020 | Create/update DD record | must be entered by Wednesday to show on Admin 9/16/20 check |
| 12/17/2020 | Wednesday | admin 9/16/2020 | Receive AI Feedback Files | 574B will be available the day after AI is submitted |
| 12/17/2020 | Wednesday | admin 9/16/2020 | Review paycheck data | |
| 12/18/2020 | Thursday | admin 9/16/2020 | Review paycheck | |
| 12/21/2020 | Friday | admin 9/16/2020 | Receive Master file for check date 9/16/2020* | |

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