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**Pay Periods 1—15 and 16—28**

- **1st** (Sun-Sat): Pay Register Available for Review
- **2nd** (Mon-Wed): Pay Confirm
- **3rd** (Wed-Fri): Create Pay Sheets, Renew Pay
- **4th** (Fri-Sat): Finalize Absence, Load TL
- **5th** (Sun-Mon): Presidents Day!
- **6th** (Mon-Wed): Create Pay Sheets, Renew Pay
- **7th** (Wed-Fri): Finalize Absence, Load TL
- **8th** (Fri-Sat): Gross/Fringe Available
- **9th** (Sun-Mon): Pay Confirm
- **10th** (Mon-Wed): HE Actuals Available, Leave Reports Available
- **11th** (Wed-Fri): Gross/Fringe Available
- **12th** (Fri-Sat): Pay Day
- **13th** (Sun-Mon): HE Actuals Available, Leave Reports Available
- **14th** (Mon-Wed): Pay Day
- **15th** (Wed-Fri): Pay Day
- **16th** (Fri-Sat): Pay Day
- **17th** (Sun-Mon): Pay Confirm
- **18th** (Mon-Wed): Pay Confirm
- **19th** (Wed-Fri): Pay Confirm
- **20th** (Fri-Sat): Pay Confirm
- **21st** (Sun-Mon): Pay Confirm
- **22nd** (Mon-Wed): Pay Confirm
- **23rd** (Wed-Fri): Pay Confirm
- **24th** (Fri-Sat): Pay Confirm
- **25th** (Sun-Mon): Pay Confirm
- **26th** (Mon-Wed): Pay Confirm
- **27th** (Wed-Fri): Pay Confirm
- **28th** (Fri-Sat): Pay Confirm