

UPDATED APRL CALENDAR FOR NYCAPS IMPLEMENTATION

Attached is the updated APRL Payroll Calendar for FY 2007-2008. Please take note of the **APRL 9902 Close Date**.

As you know, staffing actions must be entered in the 9902 screen by close of business the Monday prior to the payroll close date. Due to the additional day required for the NYCAPS-APRL interface posting, every effort should be made to post transactions by COB the Friday prior to the payroll close date.

All staffing actions processed in NYCAPS and staffing actions that are initiated through APRL (i.e. experience, education, assignment differentials, etc.) must be in the APRL 9902 screen by the 'APRL 9902 Close Date' for payroll to review. All accurate NYCAPS transactions entered in APRL by the 'APRL 9902 close date' will be finalized by payroll for the appropriate check date. NYCAPS transactions that are accurately entered and sent successfully through the NYCAPS-APRL Payroll Interface are generated in the APRL 9902 screen the day after it is sent from NYCAPS. The Payroll Interface is scheduled to run nightly.

If you have any questions regarding NYCAPS processing, please call NYCAPS DOE Central at 718-935-4001.

**H and Z Bank
2007 - 2008 Payroll Calendar**

H-Bank Pay Period	Z-Bank Pay Period	* APRL 9902 Close Date	Timekeeping Close	Payroll Close	Check Date
7/8 - 7/21/07	7/1 - 7/14/07	7/16/2007	7/16/2007	7/17/2007	7/27/2007
7/22 - 8/4/07	7/15 - 7/28/07	7/30/2007	7/30/2007	7/31/2007	8/10/2007
8/5 - 8/18/07	7/29 - 8/11/07	8/13/2007	8/13/2007	8/14/2007	8/24/2007
8/19 - 9/1/07	8/12 - 8/25/07	8/27/2007	8/27/2007	8/28/2007	9/7/2007
9/2 - 9/15/07	8/26 - 9/8/07	9/5/2007	9/5/2007	9/6/2007	9/21/2007
9/16 - 9/29/07	9/9 - 9/22/07	9/24/2007	9/24/2007	9/25/2007	10/5/2007
9/30 - 10/13/07	9/23 - 10/6/07	10/5/2007	10/5/2007	10/9/2007	10/19/2007
10/14 - 10/27/07	10/7 - 10/20/07	10/22/2007	10/22/2007	10/23/2007	11/2/2007
10/28 - 11/10/07	10/21 - 11/3/07	11/5/2007	11/5/2007	11/6/2007	11/16/2007
11/11 - 11/24/07	11/4 - 11/17/07	11/16/2007	11/16/2007	11/19/2007	11/30/2007
11/25 - 12/8/07	11/18 - 12/1/07	12/3/2007	12/3/2007	12/4/2007	12/14/2007
12/9 - 12/22/07	12/2 - 12/15/07	12/17/2007	12/17/2007	12/18/2007	12/28/2007
12/23 - 1/5/08	12/16 - 12/29/07	12/27/2007	12/27/2007	12/28/2007	1/11/2008
1/6 - 1/19/08	12/30 - 1/12/08	1/14/2008	1/14/2008	1/15/2008	1/25/2008
1/20 - 2/2/08	1/13 - 1/26/08	1/28/2008	1/28/2008	1/29/2008	2/8/2008
2/3 - 2/16/08	1/27 - 2/9/08	2/11/2008	2/11/2008	2/12/2008	2/22/2008
2/17 - 3/1/08	2/10 - 2/23/08	2/25/2008	2/25/2008	2/26/2008	3/7/2008
3/2 - 3/15/08	2/24 - 3/8/08	3/10/2008	3/10/2008	3/11/2008	3/21/2008
3/16 - 3/29/08	3/9 - 3/22/08	3/24/2008	3/24/2008	3/25/2008	4/4/2008
3/30 - 4/12/08	3/23 - 4/5/08	4/7/2008	4/7/2008	4/8/2008	4/18/2008
4/13 - 4/26/08	4/6 - 4/19/08	4/18/2008	4/18/2008	4/22/2008	5/2/2008
4/27 - 5/10/08	4/20 - 5/3/08	5/5/2008	5/5/2008	5/6/2008	5/16/2008
5/11 - 5/24/08	5/4 - 5/17/08	5/19/2008	5/19/2008	5/20/2008	5/30/2008
5/25 - 6/7/08	5/18 - 5/31/08	6/2/2008	6/2/2008	6/3/2008	6/13/2008
6/8 - 6/21/08	6/1 - 6/14/08	6/16/2008	6/16/2008	6/17/2008	6/27/2008
6/22 - 7/5/08	6/15 - 6/28/08	6/30/2008	6/30/2008	7/1/2008	7/11/2008
7/6 - 7/19/08	6/29 - 7/12/08	7/14/2008	7/14/2008	7/15/2008	7/25/2008

***All staffing actions processed in NYCAPS and staffing actions that are initiated through APRL (i.e. experience, education, assignment differentials, etc.) must be in the APRL 9902 screen by the 'APRL 9902 Close Date' for payroll to review. All accurate NYCAPS transactions entered in APRL by the 'APRL 9902 close date' will be finalized by payroll for the appropriate check date. NYCAPS transactions that are accurately entered and sent successfully through the NYCAPS-APRL Payroll Interface are generated in the APRL 9902 screen the day after it is sent from NYCAPS. The Payroll Interface is scheduled to run nightly.**

Dates are subject to change