

Important APRL Processing Dates for the Implementation of NYCAPS

In preparation for the NYCAPS implementation, listed below are processing dates and guidelines for APRL.

- 9902 Data Entry and Timekeeping Entries will be closed on COB 9/5/07.
- Payroll closes on 9/6/07.
- 9902 and master file processing will be closed from 9/6/07-9/17/07.
- 9902 processing will open for lump sum, differentials (experience, educational, assignment and breakfast) and grievances on 9/18/07.
- There will be no supplemental payroll processing for 9/20/07.
- Transactions not finalized by payroll due to error by 9/6/07 will need to be re-entered in NYCAPS beginning 9/18/07.

The deadline dates and system closures listed above are necessary to allow the conversion of data and programs for the NYCAPS implementation.