



STATE OF ARKANSAS
**Department of Finance
and Administration**

OFFICE OF PERSONNEL MANAGEMENT

State Payroll Systems
1509 West Seventh Street, Suite 202
Post Office Box 3278
Little Rock, Arkansas 72203-3278
Phone: (501) 682-1821
Fax: (501) 682-5094
<http://www.state.ar.us/dfa>

MEMORANDUM

TO: AASIS Participating Agencies (Users and Service Bureau Agencies)

FROM: Vicki Mills
DFA State Payroll Systems Manager

SUBJECT: **Pay Cycle 11-2014 (05/11/2014 – 05/24/2014) – Memorial Day**

DATE: May 12, 2014

Pay Cycle 11-2014 (05/11/2014 – 05/24/2014)

The payroll process for pay cycle 11-2014 will run Sunday night, May 25, 2014.

All agencies (Service Bureau and User Agencies) must submit master data changes to be keyed by this office no later than noon on Wednesday, May 21, 2014.

Service Bureau Agencies must submit Time Sheets and Employee Request for Leave for the first week of the pay cycle no later than Monday, May 19, 2014. Time Sheets, Employee Request for Leave and all Lump Sum Payouts for the second week of the pay cycle must be submitted by close of business, Tuesday, May 20, 2014.

It is very important that agencies run Time Evaluation only up to and including Sunday, May 25, 2014. **DO NOT** process Time Evaluation with a date greater than May 25, 2014. If Time Evaluation is processed with a date greater than May 25, 2014, contact OPM Payroll immediately.

It is the responsibility of the agency to run all time processes and subsequent reports prior to the statewide payroll being processed on Sunday night, May 25, 2015.

AASIS will be open Monday, May 26 for corrections. Tip Upload program will run at 10:30 a.m. on Tuesday, May 27th.

Second Day Processes will commence on Tuesday, May 27th at noon. All updates and corrections must be completed by this time.

Thank you for your cooperation.