



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

OFFICE OF PERSONNEL MANAGEMENT
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MEMORANDUM

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

FROM: Vicki Mills
DFA State Payroll Systems Manager

SUBJECT: Pay Cycle 24-2013 (11/10/13 – 11/23/13) Thanksgiving and
Pay Cycle 26-2013 (12/08/13 – 12/21/13) Christmas

DATE: November 12, 2013

Thanksgiving Holiday Pay Cycle 24-2013 (11/10/13 – 11/23/13)

The normal payroll process will run for Pay Cycle 24-2013.

Christmas Holidays Pay Cycle 26-2013 (12/08/13 – 12/21/13)

The payroll process for pay cycle 26-2013 will run Sunday night, 12/22/2013.

All agencies (Service Bureau and User Agencies) must submit master data changes to be keyed by this office no later than noon on Monday, December 16, 2013.

Service Bureau Agencies must submit Time Sheets and Employee Request for Leave for the first week of the pay cycle no later than Monday, December 16, 2013. 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, December 17, 2013.

It is very important that agencies run Time Evaluation only up to and including Sunday, December 22, 2013. **DO NOT** process Time Evaluation with a date greater than December 22, 2013. If Time Evaluation is processed with a date greater than December 22, 2013, 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, 12/22/2013.

AASIS will be open for corrections by 7:30am on Monday through NOON Monday. Tip Upload program will run at 9:00 a.m. on Monday, 12/23/13. All updates and corrections MUST be completed by this time, no exceptions. Second Day Processes will commence on Monday, December 23, 2013 at NOON.