

## 2 0 1 2

### Automated Step Increase (ASI) scheduled updates PRELIMINARY & FINAL PAYROLL DEADLINES FOR RUN 1 & 2

MONTH	ASI UPDATES INCLUDE: 1. Salary Eligibility Date (SED) 2. Step Increases (unless frozen) 3. Leave Accrual codes	PRELIMINARY RUN 1	FINAL RUN 1	PRELIMINARY RUN 2	FINAL RUN 2
JANUARY	1/5*	1/24	1/26	2/7	2/9
FEBRUARY	2/3*	2/22	2/24	3/7	3/9
MARCH	3/5*	3/21	3/26	4/5	4/9
APRIL	4/4*	4/23	4/25	5/7	5/9
MAY	5/3*	5/22	5/24	6/7	6/11
JUNE	6/5*	6/21	6/25	7/5	7/9
JULY	7/5*	7/24	7/26	8/7	8/9
AUGUST	8/3*	8/23	8/27	9/6	9/10
SEPTEMBER	9/6*	9/21	9/25	10/3	10/5
OCTOBER	10/3*	10/24	10/26	11/6	11/8
NOVEMBER	11/5*	11/20	11/26	12/6	12/10
DECEMBER	12/5*	12/21	12/26	1/7	1/9
JANUARY 2013	1/4/13*	1/24/13	1/28/13	Not Available	Not Available

Dates above show when ASI is scheduled to run each month to update the following information:

(1) Salary Eligibility Dates, (2) Step Increases (unless frozen), (3) Leave Accrual updates.

- ASI updates are normally run 3<sup>rd</sup> working day of month (\*this is subject to change).
- Preliminary and Final Payroll Run 1 & 2 dates were taken from the OSPS Processing Calendar.
- NOTE: 'Status' updates are done on the Month End report which is done on last working day of each month. This is for Trial Service to Regular status changes and Performance Appraisal date updates.