

# January 2004

## IPPS Time Collection Schedule

(Eastern Standard Time Version)

				Thursday	Friday	Saturday	
PPD 2004 02				<b>1 Day 05</b>  New Year's Day Code 03 Holiday	<b>2 Day 06</b> <div style="background-color: #fce4ec; padding: 2px; text-align: center;">Enter Amendments</div> <div style="background-color: #bbdefb; padding: 2px; text-align: center;">Enter Original Time Cards</div> <div style="background-color: #e8f5e9; padding: 2px; text-align: center;">Approve Original Time Cards</div>	<b>3 Day 07</b>	
	4 Day 08	5 Day 09	6 Day 10	7 Day 11	8 Day 12	9 Day 13	10 Day 14
	Enter Amendments through 1 PM Friday						
					Approve Amendments after 1 PM Tuesday		
	Enter Original Time Cards						
	Approve Original Time Cards						
PPD 2004 03	11 Day 01	12 Day 02	13 Day 03	<b>14 Day 04</b> Enter Time Cards by noon Approve Time Cards by 1:00pm	15 Day 05	16 Day 06	17 Day 07
	Enter Original Time Cards				Enter Amendments		
	Approve Original Time Cards				Enter Original Time Cards		
							Approve Original Time Cards
	18 Day 08	19 Day 09	20 Day 10	21 Day 11	22 Day 12	23 Day 13	24 Day 14
	Enter Amendments	Martin Luther King Jr. Day Code 03 Holiday 	Enter Amendments through 1 PM Friday				
	Enter Original Time Cards	Approve Amendments after 1 PM Tuesday					
Approve Original Time Cards	Enter Original Time Cards						
Approve Original Time Cards							
PPD 2004 04	25 Day 01	26 Day 02	27 Day 03	<b>28 Day 04</b> Enter Time Cards by noon Approve Time Cards by 1:00pm	29 Day 05	30 Day 06	31 Day 07
	Enter Original Time Cards				Enter Amendments		
	Approve Original Time Cards				Enter Original Time Cards		
							Approve Original Time Cards

\*\*\*\*\*SPECIAL NOTICE\*\*\*\*\*

- Column Summary runs on a daily basis every hour on the hour from 5am to 10pm, except for days 04 and 05.
- Amendment Summaries run at 1pm and 6:30pm Tuesday through Friday during the 2<sup>nd</sup> week of the pay period.

# February 2004

## IPPS Time Collection Schedule

(Eastern Standard Time Version)

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
PPD 2004 04	1 Day 08	2 Day 09	3 Day 10	4 Day 11	5 Day 12	6 Day 13	7 Day 14	
	Enter Amendments through 1 PM Friday							
				Approve Amendments after 1 PM Tuesday				
	Enter Original Time Cards							
	Approve Original Time Cards							
PPD 2004 05	8 Day 01	9 Day 02	10 Day 03	11 Day 04	12 Day 05	13 Day 06	14 Day 07 Valentine's Day	
	Enter Original Time Cards			Enter Time Cards by noon Approve Time Cards by 1:00pm	Enter Amendments			
	Approve Original Time Cards				Enter Original Time Cards			
							Approve Original Time Cards	
	15 Day 08	Day Code 03 Holiday	17 Day 10	18 Day 11	19 Day 12	20 Day 13	21 Day 14	
	Enter Amendments		Enter Amendments through 1 PM Friday					
	Enter Original Time Cards		Approve Amendments after 1 PM Tuesday					
	Approve Original Time Cards		Enter Original Time Cards					
	Approve Original Time Cards							
	PPD 2004 06	22 Day 01	23 Day 02	24 Day 03	25 Day 04	26 Day 05	27 Day 06	28 Day 07
			Enter Time Cards by noon Approve Time Cards by 1:00pm	Enter Amendments				
Enter Original Time Cards				Enter Original Time Cards				
Approve Original Time Cards							Approve Original Time Cards	
29 Day 08		 						
Enter Amendments								
Enter Original Time Cards								
Approve Original Time Cards								

**\*\*\*\*\*SPECIAL NOTICE\*\*\*\*\***

- **Column Summary runs on a daily basis every hour on the hour from 5am to 10pm, except for days 04 and 05.**
- **Amendment Summaries run at 1pm and 6:30pm Tuesday through Friday during the 2<sup>nd</sup> week of the pay period**

# March 2004

## IPPS Time Collection Schedule

(Eastern Standard Time Version)

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
PPD 2004 06	1 Day 09	2 Day 10	3 Day 11	4 Day 12	5 Day 13	6 Day 14		
	Enter Amendments through 1 PM Friday							
	Approve Amendments after 1 PM Tuesday							
	Enter Original Time Cards							
	Approve Original Time Cards							
PPD 2004 07	7 Day 01	8 Day 02	9 Day 03	10 Day 04	11 Day 05	12 Day 06	13 Day 07	
	Enter Original Time Cards			Enter Time Cards by noon Approve Time Cards by 1:00pm	Enter Amendments			
	Approve Original Time Cards				Enter Original Time Cards			
					Approve Original Time Cards			
	14 Day 08	15 Day 09	16 Day 10	17 Day 11	18 Day 12	19 Day 13	20 Day 14	
Enter Amendments through 1 PM Friday								
Approve Amendments after 1 PM Tuesday								
Enter Original Time Cards								
Approve Original Time Cards								
PPD 2004 08	21 Day 01	22 Day 02	23 Day 03	24 Day 04	25 Day 05	26 Day 06	27 Day 07	
	Enter Original Time Cards			Enter Time Cards by noon Approve Time Cards by 1:00pm	Enter Amendments			
	Approve Original Time Cards				Enter Original Time Cards			
					Approve Original Time Cards			
	28 Day 08	29 Day 09	30 Day 10	31 Day 11	 			
Enter Amendments								
Approve Amendments after 1 PM Tuesday								
Enter Original Time Cards								
Approve Original Time Cards								

**\*\*\*\*\*SPECIAL NOTICE\*\*\*\*\***

- Column Summary runs on a daily basis every hour on the hour from 5am to 10pm, except for days 04 and 05.
- Amendment Summaries run at 1pm and 6:30pm Tuesday through Friday during the 2<sup>nd</sup> week of the pay period

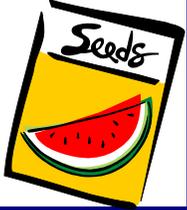
# April 2004

## IPPS Time Collection Schedule

(Eastern Standard Time Version)

			Wednesday	Thursday	Friday	Saturday		
 			<b>1 Day 12</b> <b>2 Day 13</b> <b>3 Day 14</b>					
			Enter Amendments through 1 PM Friday					
			Approve Amendments after 1 PM Tuesday					
			Enter Original Time Cards					
			Approve Original Time Cards					
<b>4 Day 01</b>	<b>5 Day 02</b>	<b>6 Day 03</b>	<b>7 Day 04</b>	<b>8 Day 05</b>	<b>9 Day 06</b>	<b>10 Day 07</b>		
Enter Original Time Cards			Enter Time Cards by noon Approve Time Cards by 1:00pm	Enter Amendments				
Approve Original Time Cards				Enter Original Time Cards				
				Approve Original Time Cards				
<b>11 Day 08</b>	<b>12 Day 09</b>	<b>13 Day 10</b>	<b>14 Day 11</b>	<b>15 Day 12</b>	<b>16 Day 13</b>	<b>17 Day 14</b>		
Enter Amendments through 1 PM Friday								
Approve Amendments after 1 PM Tuesday								
Enter Original Time Cards								
Approve Original Time Cards								
<b>18 Day 01</b>	<b>19 Day 02</b>	<b>20 Day 03</b>	<b>21 Day 04</b>	<b>22 Day 05</b>	<b>23 Day 06</b>	<b>24 Day 07</b>		
Enter Original Time Cards			Enter Time Cards by noon Approve Time Cards by 1:00pm	Enter Amendments				
Approve Original Time Cards				Enter Original Time Cards				
				Approve Original Time Cards				
<b>25 Day 08</b>	<b>26 Day 09</b>	<b>27 Day 10</b>	<b>28 Day 11</b>	<b>29 Day 12</b>	<b>30 Day 13</b>			
Enter Amendments through 1 PM Friday								
Approve Amendments after 1 PM Tuesday								
Enter Original Time Cards								
Approve Original Time Cards								

PPD 2004 10



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# May 2004

## IPPS Time Collection Schedule

(Eastern Standard Time Version)

Sunday	Monday			Friday		Saturday	
							<b>1 Day 14</b> <div style="border: 1px solid black; background-color: #ADD8E6; padding: 2px; margin: 2px;">Enter Original Time Cards</div> <div style="border: 1px solid black; background-color: #90EE90; padding: 2px; margin: 2px;">Approve Original Time Cards</div>
<b>2 Day 01</b>	<b>3 Day 02</b>	<b>4 Day 03</b>	<b>5 Day 04</b>		<b>6 Day 05</b>	<b>7 Day 06</b>	<b>8 Day 07</b>
Enter Original Time Cards			Enter Time Cards by noon Approve Time Cards by 1:00pm		Enter Amendments		
Approve Original Time Cards			Enter Original Time Cards			Approve Original Time Cards	
<b>9 Day 08</b>	<b>10 Day 09</b>	<b>11 Day 10</b>	<b>12 Day 11</b>	<b>13 Day 12</b>	<b>14 Day 13</b>	<b>15 Day 14</b>	
Enter Amendments through 1 PM Friday							
			Approve Amendments after 1 PM Tuesday				
Enter Original Time Cards							
Approve Original Time Cards							
<b>16 Day 01</b>	<b>17 Day 02</b>	<b>18 Day 03</b>	<b>19 Day 04</b>		<b>20 Day 05</b>	<b>21 Day 06</b>	<b>22 Day 07</b>
Enter Original Time Cards			Enter Time Cards by noon Approve Time Cards by 1:00pm		Enter Amendments		
Approve Original Time Cards			Enter Original Time Cards			Approve Original Time Cards	
<b>23 Day 08</b>	<b>24 Day 09</b>	<b>25 Day 10</b>	<b>26 Day 11</b>	<b>27 Day 12</b>	<b>28 Day 13</b>	<b>29 Day 14</b>	
Enter Amendments through 1 PM Friday							
			Approve Amendments after 1 PM Tuesday				
Enter Original Time Cards							
Approve Original Time Cards							
<b>30 Day 01</b>	<b>31 Day 02</b>						
Enter Original Time Cards	<b>Memorial Day Code 03 Holiday</b>						
Approve Original Time Cards							

PPD 2004 12

PPD 2004 13

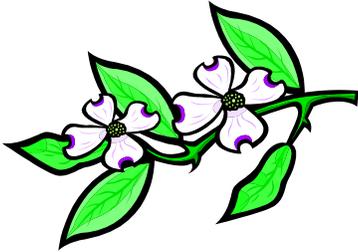
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- Amendment Summaries run at 1pm and 6:30pm Tuesday through Friday during the 2<sup>nd</sup> week of the pay period

# June 2004

## IPPS Time Collection Schedule

(Eastern Standard Time Version)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
		1 Day 03	2 Day 04	3 Day 05	4 Day 06	5 Day 07	
		Enter Original Time Cards	Enter Time Cards by noon Approve Time Cards by 1:00pm	Enter Amendments			
		Approve Original Time Cards		Enter Original Time Cards			
		Approve Original Time Cards					
6 Day 08	7 Day 09	8 Day 10	9 Day 11	10 Day 12	11 Day 13	12 Day 14	
Enter Amendments through 1 PM Friday							
			Approve Amendments after 1 PM Tuesday				
Enter Original Time Cards							
Approve Original Time Cards							
PPd 2004 14	13 Day 01	14 Day 02	15 Day 03	16 Day 04	17 Day 05	18 Day 06	19 Day 07
	Enter Original Time Cards			Enter Time Cards by noon Approve Time Cards by 1:00pm	Enter Amendments		
	Approve Original Time Cards				Enter Original Time Cards		
			Approve Original Time Cards				
20 Day 08	21 Day 09	22 Day 10	23 Day 11	24 Day 12	25 Day 13	26 Day 14	
Enter Amendments through 1 PM Friday							
			Approve Amendments after 1 PM Tuesday				
Enter Original Time Cards							
Approve Original Time Cards							
PPd 2004-15	27 Day 01	28 Day 02	29 Day 03	30 Day 04	 		
	Enter Original Time Cards			Enter Time Cards by noon Approve Time Cards by 1:00pm			
	Approve Original Time Cards						

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- Amendment Summaries run at 1pm and 6:30pm Tuesday through Friday during the 2<sup>nd</sup> week of the pay period

# July 2004

## IPPS Time Collection Schedule

(Eastern Standard Time Version)

						Friday		Saturday						
PPD 2004 15					1 Day 05		2 Day 06		3 Day 07					
							Enter Amendments							
							Enter Original Time Cards							
							Approve Original Time Cards							
4 Day 08		5 Day 09		6 Day 10		7 Day 11		8 Day 12		9 Day 13		10 Day 14		
		Independence Day (Observed) Code 03 Holiday		Enter Amendments through 1 PM Friday				Approve Amendments after 1 PM Tuesday						
Independence Day								Enter Original Time Cards						
								Approve Original Time Cards						
PPD 2004 16	11 Day 01		12 Day 02		13 Day 03		14 Day 04		15 Day 05		16 Day 06		17 Day 07	
							Enter Time Cards by noon Approve Time Cards by 1:00pm		Enter Amendments					
	Enter Original Time Cards								Enter Original Time Cards					
	Approve Original Time Cards										Approve Original Time Cards			
18 Day 08		19 Day 09		20 Day 10		21 Day 11		22 Day 12		23 Day 13		24 Day 14		
								Enter Amendments through 1 PM Friday						
								Approve Amendments after 1 PM Tuesday						
								Enter Original Time Cards						
								Approve Original Time Cards						
PPD 2004 17	25 Day 01		26 Day 02		27 Day 03		28 Day 04		29 Day 05		30 Day 06		31 Day 07	
							Enter Time Cards by noon Approve Time Cards by 1:00pm		Enter Amendments					
	Enter Original Time Cards								Enter Original Time Cards					
	Approve Original Time Cards										Approve Original Time Cards			

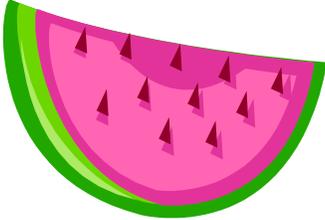
**\*\*\*\*\*SPECIAL NOTICE\*\*\*\*\***

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- **Amendment Summaries run at 1pm and 6:30pm Tuesday through Friday during the 2<sup>nd</sup> week of the pay period**

# August 2004

## IPPS Time Collection Schedule

(Eastern Standard Time Version)

Sunday		Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		
PPD 2004 17	1	Day 08	2	Day 09	3	Day 10	4	Day 11	5	Day 12	6	Day 13	7	Day 14
	Enter Amendments through 1 PM Friday													
				Approve Amendments after 1 PM Tuesday										
	Enter Original Time Cards													
	Approve Original Time Cards													
PPD 2004 18	8	Day 01	9	Day 02	10	Day 03	11 Day 04  Enter Time Cards by noon Approve Time Cards by 1:00pm	12	Day 05	13	Day 06	14	Day 07	
	Enter Original Time Cards			Enter Amendments						Enter Original Time Cards				
	Approve Original Time Cards									Approve Original Time Cards				
	15	Day 08	16	Day 09	17	Day 10	18	Day 11	19	Day 12	20	Day 13	21	Day 14
	Enter Amendments through 1 PM Friday													
				Approve Amendments after 1 PM Tuesday										
	Enter Original Time Cards													
	Approve Original Time Cards													
	22	Day 01	23	Day 02	24	Day 03	25 Day 04  Enter Time Cards by noon Approve Time Cards by 1:00pm	26	Day 05	27	Day 06	28	Day 07	
	Enter Original Time Cards			Enter Amendments						Enter Original Time Cards				
Approve Original Time Cards									Approve Original Time Cards					
29	Day 08	30	Day 09	31	Day 10	 								
Enter Amendments				Approve Amendments after 1 PM Tuesday										
Enter Original Time Cards														
Approve Original Time Cards														

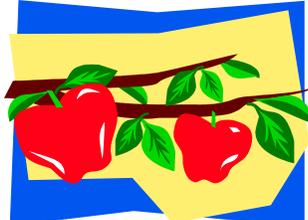
**\*\*\*\*\*SPECIAL NOTICE\*\*\*\*\***

- **Column Summary runs on a daily basis every hour on the hour from 5am to 10pm, except for days 04 and 05.**
- **Amendment Summaries run at 1pm and 6:30pm Tuesday through Friday during the 2<sup>nd</sup> week of the pay period**

# September 2004

## IPPS Time Collection Schedule

(Eastern Standard Time Version)

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Ppd 2004 19			1 Day 11	2 Day 12	3 Day 13	4 Day 14	
			Enter Amendments through 1 PM Friday				
			Approve Amendments after 1 PM Tuesday				
			Enter Original Time Cards		Approve Original Time Cards		
Ppd 2004 20	5 Day 01	6 Day 02	7 Day 03	8 Day 04	9 Day 05	10 Day 06	11 Day 07
	Enter Original Time Cards	 Labor Day Code 03 Holiday	Enter Original Time Cards	Enter Time Cards by noon Approve Time Cards by 1:00pm	Enter Amendments		
	Approve Original Time Cards		Approve Original Time Cards		Enter Original Time Cards		Approve Original Time Cards
	12 Day 08	13 Day 09	14 Day 10	15 Day 11	16 Day 12	17 Day 13	18 Day 14
		Enter Amendments through 1 PM Friday					
		Approve Amendments after 1 PM Tuesday					
		Enter Original Time Cards		Approve Original Time Cards			
Ppd 2004 21	19 Day 01	20 Day 02	21 Day 03	22 Day 04	23 Day 05	24 Day 06	25 Day 07
			Enter Original Time Cards		Enter Amendments		
			Approve Original Time Cards		Enter Original Time Cards		Approve Original Time Cards
	26 Day 08	27 Day 09	28 Day 10	29 Day 11	30 Day 12		
		Enter Amendments through 1 PM Friday					
		Approve Amendments after 1 PM Tuesday					
		Enter Original Time Cards		Approve Original Time Cards			

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# October 2004

## IPPS Time Collection Schedule

(Eastern Standard Time Version)

				Thursday		Friday		Saturday			
						1 Day 13		2 Day 14			
						Enter Amendments through 1 PM					
						Approve Amendments					
						Enter Original Time Cards					
						Approve Original Time Cards					
3 Day 01		4 Day 02		5 Day 03		6 Day 04		7 Day 05			
						Enter Time Cards by noon Approve Time Cards by 1:00pm		Enter Amendments			
Enter Original Time Cards						Enter Original Time Cards					
Approve Original Time Cards						Approve Original Time Cards					
10 Day 08		 Columbus Day (observed) Code 03 Holiday		12 Day 10		13 Day 11		14 Day 12			
Enter Amendments				Enter Amendments through 1 PM Friday		Approve Amendments after 1 PM Tuesday					
Enter Original Time Cards				Enter Original Time Cards							
Approve Original Time Cards				Approve Original Time Cards							
17 Day 01		18 Day 02		19 Day 03		20 Day 04		21 Day 05			
						Enter Time Cards by noon Approve Time Cards by 1:00pm		Enter Amendments			
Enter Original Time Cards						Enter Original Time Cards					
Approve Original Time Cards						Approve Original Time Cards					
24 Day 08		25 Day 09		26 Day 10		27 Day 11		28 Day 12			
Enter Amendments through 1 PM Friday						Approve Amendments after 1 PM Tuesday					
Enter Original Time Cards											
Approve Original Time Cards											
31 Day 01											
Enter Original Time Cards											
Approve Original Time Cards											

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- Amendment Summaries run at 1pm and 6:30pm Tuesday through Friday during the 2<sup>nd</sup> week of the pay period

# November 2004

## IPPS Time Collection Schedule

(Eastern Standard Time Version)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
	1 Day 02	2 Day 03	3 Day 04	4 Day 05	5 Day 06	6 Day 07	
	Enter Original Time Cards		Enter Time Cards by noon Approve Time Cards by 1:00pm	Enter Amendments			
	Approve Original Time Cards			Enter Original Time Cards			
	Approve Original Time Cards			Approve Original Time Cards			
7 Day 08	8 Day 09	9 Day 10	10 Day 11	11 Day 12	12 Day 13	13 Day 14	
Enter Amendments through 1 PM Friday				 Veterans Day Code 03 Holiday	Enter Amendments through 1 PM		
Enter Original Time Cards			Approve Amendments after 1 PM Tuesday		Approve Amendments		
Approve Original Time Cards					Enter Original Time Cards		
Approve Original Time Cards					Approve Original Time Cards		
14 Day 01	15 Day 02	16 Day 03	17 Day 04	18 Day 05	19 Day 06	20 Day 07	
Enter Original Time Cards			Enter Time Cards by noon Approve Time Cards by 1:00pm	Enter Amendments			
Approve Original Time Cards				Enter Original Time Cards			
Approve Original Time Cards				Approve Original Time Cards			
21 Day 08	22 Day 09	23 Day 10	24 Day 11	25 Day 12	26 Day 13	27 Day 14	
Enter Amendments through 1 PM Friday				 Code 03 Holiday	Enter Amendments through 1 PM Friday		
Enter Original Time Cards			Approve Amendments after 1 PM Tuesday		Approve Amendments		
Approve Original Time Cards					Enter Original Time Cards		
Approve Original Time Cards					Approve Original Time Cards		
28 Day 01	29 Day 02	30 Day 03	 				
Enter Original Time Cards							
Approve Original Time Cards							

PPd 2004 25

PPd 2004 26

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- Amendment Summaries run at 1pm and 6:30pm Tuesday through Friday during the 2<sup>nd</sup> week of the pay period

# December 2004

## IPPS Time Collection Schedule

(Eastern Standard Time Version)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			<b>1 Day 04</b> Enter Time Cards by noon Approve Time Cards by 1:00pm	<b>2 Day 05</b>	<b>3 Day 06</b>	<b>4 Day 07</b>
				Enter Amendments		
				Enter Original Time Cards		
				Approve Original Time Cards		
<b>5 Day 08</b>	<b>6 Day 09</b>	<b>7 Day 10</b>	<b>8 Day 11</b>	<b>9 Day 12</b>	<b>10 Day 13</b>	<b>11 Day 14</b>
Enter Amendments through 1 PM Friday						
			Approve Amendments after 1 PM Tuesday			
Enter Original Time Cards						
Approve Original Time Cards						
<b>12 Day 01</b>	<b>13 Day 02</b>	<b>14 Day 03</b>	<b>15 Day 04</b> Enter Time Cards by noon Approve Time Cards by 1:00pm	<b>16 Day 05</b>	<b>17 Day 06</b>	<b>18 Day 07</b>
Enter Original Time Cards						
Approve Original Time Cards						
Enter Amendments through 1 PM Friday						
			Approve Amendments after 1 PM Tuesday			
Enter Original Time Cards						
Approve Original Time Cards						
<b>19 Day 08</b>	<b>20 Day 09</b>	<b>21 Day 10</b>	<b>22 Day 11</b>	<b>23 Day 12</b>	<b>24 Day 13</b>	<b>25 Day 14</b>
Enter Amendments through 1 PM Friday						
			Approve Amendments after 1 PM Tuesday			
Enter Original Time Cards						Christmas (Observed) Code 03 Holiday
Approve Original Time Cards						
<b>26 Day 01</b>	<b>27 Day 02</b>	<b>28 Day 03</b>	<b>29 Day 04</b> Enter Time Cards by noon Approve Time Cards by 1:00pm	<b>30 Day 05</b>	<b>31 Day 06</b>	<b>Jan 1 Day 07</b>
Enter Original Time Cards						
Approve Original Time Cards						
				Enter Amendments	New Years (Observed) Code 03 Holiday	
				Enter Original Time Cards	New Years Day	

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**NOTE:** Time card schedule may change due to the holidays. Stay alert for updated deadlines.