|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **April**  **April**  **April**  **April** | **2** | **3** | **4** | **5** | **6** | **7** | **8** |
|  |  |  |  |  |  |  |
| **9** | **10** | **11** | **12** | **13** | **14** | **15** |
|  |  |  |  |  | **PAY DAY** |  |
| **16** | **17** | **18** | **19** | **20** | **21** | **22** |
|  |  |  |  |  |  |  |
| **23** | **24** | **25** | **26** | **27** | **28** | **29** |
| **OGI OPEN ENROLLMENT STARTS** |  |  |  |  | **PAY DAY** |  |
| **May**  **May**  **May**  **May**  **May**  **May**  **May**  **May**  **May** | **30** | **1** | **2** | **3** | **4** | **5** | **6** |
|  |  |  |  |  |  |  |
| **7** | **8** | **9** | **10** | **11** | **12** | **13** |
|  |  | **LAST DAY TO submit early implementation CEC to DHR/DFM** |  |  | **PAY DAY** |  |
| **OGI OPEN ENROLLMENT ENDS** |
| *Finalize all Organization Details for Luma* |
| **14** | **15** | **16** | **17** | **18** | **19** | **20** |
|  |  |  |  |  |  |  |
| **21** | **22** | **23** | **24** | **25** | **26** | **27** |
|  |  |  |  |  | **PAY DAY** |  |
| All IPERFORM Evaluations must be at Transmitted & All Performance Evaluations History must be Updated |  |  | *SCO to override date to allow processing of IPOPS actions up to 6/10* |  | **CEC Actions MUST be at DHR/DFM for approval for early implementation** |  |
| **28** | **29** | **30** | **31** | **1** | **2** | **3** |
| **Last Effective Date for early CEC** | **Memorial Day Holiday** |  | **Cut-Off for Employee Benefits Enrollments in SCO IPOPS** | **ALL IPOPS actions must be in “awaiting release by 5pm PST** |  |  |
|  |  |  |  | **Benefits Freeze (Paper apps required)** | **Benefits Freeze (Paper apps required)** | **Benefits Freeze (Paper apps required)** |
| **June**  **June**  **June**  **June**  **June**  **June**  **June**  **June** | **4** | **5** | **6** | **7** | **8** | **9** | **10** |
|  |  | **DHR Orientation BOI** | **DHR Orientation BOI** |  | **PAY DAY** |  |
| **Benefits Freeze (Paper apps required)** | **Benefits Freeze (Paper apps required)** | **Benefits Freeze (Paper apps required)** | **Benefits Freeze (Paper apps required)** | **Benefits Freeze (Paper apps required)** | **Benefits Freeze (Paper apps required)** | **Benefits Freeze (Paper apps required)** |
| **11** | **12** | **13** | **14** | **15** | **16** | **17** |
| **FIRST PAY PERIOD OF LUMA!!!!!!!!!**  **WOOT! WOOT!!** |  | Last day for Donated Leave Requests in IPOPs | **Cut Off for I-Time 5/28-6/10 (4pm MST)** |  |  |  |
| Manually RECORD time | Manually RECORD time | Manually RECORD time | Manually RECORD time | Manually RECORD time | Manually RECORD time | Manually RECORD time |
| **Benefits Freeze (Paper apps required)** | **Benefits Freeze (Paper apps required)** | **Benefits Freeze (Paper apps required)** | **Benefits Freeze (Paper apps required)** | **Benefits Freeze (Paper apps required)** | **Benefits Freeze (Paper apps required)** | **Benefits Freeze (Paper apps required)** |
| **18** | **19** | **20** | **21** | **22** | **23** | **24** |
| Manually RECORD time | **FIRST DAY TO USE LUMA!!!!!!!!!!!!** |  |  |  | **PAY DAY** |  |
| **LAST DAY to Post in NEO GOV** | **Juneteenth**  **Holiday** |
| **Benefits Freeze (Paper apps required)** |
| **25** | **26** | **27** | **28** | **29** | **30** | **1** |
|  |  |  |  |  |  |  |
| **July**  **July**  **July** | **2** | **3** | **4** | **5** | **6** | **7** | **8** |
|  |  | **4th of July - Holiday** |  |  | **PAY DAY** |  |
| **9** | **10** | **11** | **12** | **13** | **14** | **15** |
|  |  |  |  |  |  |  |
| **16** | **17** | **18** | **19** | **20** | **21** | **22** |
|  |  |  |  |  | **PAY DAY** |  |
| **23** | **24** | **25** | **26** | **27** | **28** | **29** |
|  |  |  |  |  |  |  |
| **July / August** | **30** | **31** | **1** | **2** | **3** | **4** | **5** |
|  | **NEOGOV – All jobs closed, coded, and archived by Agencies** |  |  |  | **PAY DAY** |  |