

Guidelines for Completion of Schedule

Please refer to the shaded “calendars” when planning your payroll schedule. Saturdays and Sundays have been purposely omitted while holiday are indicated by “H” (These are listed on the bottom of the schedule).

This is an input document and should be entered as clearly as possible.

Do not alter any pre-printed figures on the form.

Entries for pay period, input date and output date must be numeric and entered as two (2) digits.

Instructions for completion of form:

1. **Customer Number** - Enter your assigned payroll number.
2. **Customer Name** - Enter full name of company or organization.
3. **Pay Period** - Commencing with pay period 01 enter consecutive numbers for the full year.
4. **Input** - For each pay period enter the date the payroll input data will be delivered to your local Ceridian office.

If the input date is in one month and the output date overlaps to the next month then you must:

- a) on the last line of the current month enter the input date
- b) enter “00” for the output date to indicate that it overlaps to the next month
- c) on the first line of the next month enter “00” for the input date and enter the respective output date

(Please refer to P.P. **09** – **April** and **May** example below)

NOTE: This procedure does not apply when dates are in different weeks within the same month.

5. **Month** - Pre-printed 01 to 12. Please do not make any alterations to this figure.
 - December **2017** has been included for those customers that will be starting Pay
 - Period 01 before January **2018**
 - January **2019** has been included for those customers that will be processing their **2017** payrolls past December **2018**
6. **Output** - This date is ALWAYS the second business day after the input date regardless of when you normally receive your output.

Bonus Runs, Vacation Pay Runs and Update Runs (other than Year-end)

Do not enter any of these dates on this form.

EXAMPLE April 2018

6	4	5	Card Sequence		Pay Period	Input	Month	Output
M	T	W	T	F	21		0 4	
2	3	4	5	6	29		0 4	
9	10	11	12	H	37	0 7	0 6	0 9
16	17	18	19	20	45	0 8	2 0	0 4 2 3
23	24	25	26	27	53		0 4	
30								

May 2018

6	4	6	Card Sequence		Pay Period	Input	Month	Output
M	T	W	T	F	21		0 5	
	1	2	3	4	29	0 9	0 4	0 5 0 7
7	8	9	10	11	37	1 0	1 8	0 5 2 2
14	15	16	17	18	45		0 5	
H	22	23	24	25	53		0 5	
28	29	30	31					

NOTE:

As confirmation of your processing schedule a printout will be included in one of your subsequent payroll output envelopes.

Customer
1 Number 3
Schedule
61 Year 64
2 0 1 8



NOTE: ONLY PAYROLL PROCESSING DAYS ARE SHOWN ON THE CALENDARS
2018 CUSTOMER INPUT/OUTPUT SCHEDULE

Customer Name _____

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