

Week of	Activity					Lead(s)	GCCCD Participants	Comments	Critical Staff Out of Office
	Monday	Tuesday	Wednesday	Thursday	Friday				
8/11/2014									
8/18/2014	First Week of Instruction								
8/25/2014		HCM Fundamentals Training (On-site)				Kim/Vi	Sue, Tim F, Sahar, Wendy, Vi, Tim C, Amy, John, Richard, Chemene, Sheri, Kerry, Linda J, Alla		
9/1/2014	Holiday								
9/8/2014				Payroll processing					
		HCM Fundamentals Training (Pleasanton)				Kim/Vi	Kim		
9/15/2014	Payroll processing								
		Compensation Training (Pleasanton)				Vi	Tim C, Vi		
9/22/2014		Financial Fundamentals (Pleasanton)				Linda J	Sahar, Linda J		
9/29/2014				Integration Systems Fundamentals		Richard	Richard		Vi
10/6/2014									Vi
10/13/2014			Payroll Processing						
10/20/2014	Payroll Processing								
		HCM Core Design				Kim/Vi	Sahar, Linda J, Kim, Tim C, Vi, Tim F, Kerry, Sue, Sheri, Richard, Alla, John		
10/27/2014	CalPERS Workshop								
		Integration Discovery				Richard	Richard, John, Alla, Sheri, Pat, Vi, SMES as needed per function		
			Compensation Worker Data			Vi	Tim C, Vi, Chemene, Kim, Sheri, others as needed		
11/3/2014			AM County Meeting	10:00-1:00 Unifier Training					
	Financial Discovery					Linda J	Sue, Linda J., ????		
11/10/2014		Holiday	Payroll Processing						
	Academic Business Decisions		Academic Business Decisions			Vi	Tim C, Vi, Chemene, Kim, Tim F, Kerry, Sheri, others as needed		
11/17/2014	Payroll Processing								
		Payroll Fundamentals (Pleasanton)				Kim	Linda J, Kim, Vi, Amy		
11/24/2014	Payroll Processing			Holiday					
12/1/2014				Payroll Processing					
		Benefits Fundamentals (Pleasanton)				Vi	Tim C, Vi		
	Reporting Kick-off (10-12)					Richard	Richard, Alla, John, Pat, Vi, Sheri		

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	Monday	Tuesday	Wednesday	Thursday	Friday				
12/8/2014	Payroll Processing								
		Board Meeting							
			Cuyamaca Open House (2-4)	District Open House (9-11)					
				Grossmont Open House (1-3)					
	Benefits Design					Vi	Tim C, Vi, Wendy, Kim, Sheri others as needed		
12/15/2014		HCM Core Business Processes				Vi	Tim C, Vi, Kim, Chemene, Wendy, Jennine, Amy, Linda J, Sheri & others as needed		
12/22/2014		Holiday							
12/29/2014	Holiday								
1/5/2015		Financials Kick-off	Financial Accounting	Bank Reconciliation	Grants	Linda J	Linda J, Sue, Karen, Kasi, Barbara, Jennifer, Susan, Tim F, Kerry, Linda B, Sheri & others as needed		
1/12/2015		Payroll Processing							
	Business Assets		Customer Accounts			Linda J	Linda J, Sue, Karen, Kasi, Barbara, Jennifer, Susan, Sheri & others as needed		
1/19/2015	Holiday	Professional Development							
		Payroll Processing							
		Board Meeting							
1/26/2015	First Week of Instruction								
			1099 Production						
	Procurement		Supplier Accounts			Linda B	Linda J, Jennifer, Susan, Sheri & others as needed		
	Payroll Design					Kim	Kim, Amy, Jennine, Vi, Sheri & others as needed		
2/2/2015	Time Tracking Config		Absence Config			Kim	Kim, Amy, Jennine, Vi, Tim, Sheri & others as needed		
2/9/2015		Payroll Processing			Holiday				
	Expenses					Linda J	Linda J, Sue, Jennifer, Sheri & others as needed		
		Position Budgeting & Encumbrance					Tim C, Kim, Vi, Chemene, Linda J, Sue, Amy, Jennine, Sheri & others as needed		

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	Monday	Tuesday	Wednesday	Thursday	Friday				
6/1/2015									
6/8/2015				Payroll Processing					
6/15/2015	Payroll Processing								
		Board Meeting							
6/22/2015									
6/29/2015				Holiday					
7/6/2015									
7/13/2015									
7/20/2015		Board Meeting							
7/27/2015									
8/3/2015									
8/10/2015	Professional Development								
8/17/2015	First Week of Instruction								
		Board Meeting							
8/24/2015									
8/31/2015									
9/7/2015	Holiday								

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	Monday	Tuesday	Wednesday	Thursday	Friday				
9/14/2015		Board Meeting							
9/21/2015									
9/28/2015									
10/5/2015									
10/12/2015									
10/19/2015		Board Meeting							
10/26/2015									
11/2/2015									
11/9/2015			Holiday						
11/16/2015		Board Meeting							
11/23/2015				Holiday	Holiday				
11/30/2015									
12/7/2015									
12/14/2015		Board Meeting							
12/21/2015				Holiday	Holiday				

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	Monday	Tuesday	Wednesday	Thursday	Friday				
12/28/2015	Holiday	Holiday	Holiday	Holiday	Holiday				
1/4/2016									
1/11/2016									
1/18/2016	Holiday	Professional Development							
		Board Meeting							
1/25/2016	First Week of Instruction								
Legend		Blackout-All							
		Blackout-Acad							
		GCCCD							
		SCI							
		GCCCD/SCI							
		Payroll Processing							
	Need more specific dates for Year End, Benefits Open Enrollment, Annual Performances								