

January 2015

| January 2015 | | | | | | | February 2015 | | | | | | |
|--------------|----|----|----|----|----|----|---------------|----|----|----|----|----|----|
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| 18 | 19 | 20 | 21 | 22 | 23 | 24 | 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 | 22 | 23 | 24 | 25 | 26 | 27 | 28 |

| | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|----------------|---------------|------------------------|--|--|---|--|-----------|
| | Dec 28 | 29 | 30 | 31 | Jan 1, 15 | 2 | 3 |
| Dec 28 - Jan 3 | | | | | 8:00am Change Benefits Administration Date | | |
| | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| Jan 4 - 10 | | | 11:00am Monica - 1 on 1 - Gary O'Bannon | 11:00am Submit Mo State New Hire Report | | | |
| | 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| Jan 11 - 17 | | | 11:00am Monica - 1 on 1 - Gary O'Bannon | 2:00pm Meeting to Discuss 1st Training Class (12th floor Conference Room) - Monica Glynn | | | |
| | 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| Jan 18 - 24 | | Martin Luther King Day | 11:00am Monica - 1 on 1 - Gary O'Bannon | | 9:45am Division Manager Staff Meeting (HR Conference Room, 12th Floor) - Caryn Whitmore | 10:00am Meeting to discuss Employee Page for myKC.com (12th floor conference) - Monica Glynn | |
| | 25 | 26 | 27 | 28 | 29 | 30 | 31 |
| Jan 25 - 31 | | | 10:00am PS HRMS Montly Meeting (12th Floor Conferen 11:00am Submit Mo State New Hire Report | | 8:30am PeopleSoft MSS Class (2400 Troost, Health Department) | 1:00pm PeopleSoft MSS Class (2400 Troost, Health Department) | |

February 2015

| February 2015 | | | | | | | March 2015 | | | | | | |
|---------------|----|----|----|----|----|----|------------|----|----|----|----|----|----|
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| 22 | 23 | 24 | 25 | 26 | 27 | 28 | 22 | 23 | 24 | 25 | 26 | 27 | 28 |
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| | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|-------------|------------------------|--|--|---|--|--|-----------|
| Feb 1 - 7 | Feb 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| | Sparks of Temptation - | Groundhog Day (Unit | 11:45am Monica - 1 on 1 - Gary O'Bannon | 10:00am Affordable Care Act Changes (rescheduled meeting) (12 th Floor Conference Room) - Monica Glynn | 9:30am Division Manager Staff Meeting (HR Conference Room, 1 2:00pm GoToMeeting Invitation - KCMO/ej4 Thinkzoom admin tr | | |
| Feb 8 - 14 | 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| | | | 8:30am Conducting Fair & Thorough Investigations (Pioneer College (18th & Prospect), Room 202) | | Lincoln's Birthday (Unit | | |
| Feb 15 - 21 | 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| | | 11:00am Submit Mo State New Hire Report | 11:00am Monica - 1 on 1 - Gary O'Bannon | | 8:30am Administering Discipline - Refresher (Pioneer College) 9:30am Division Manager Staff Meeting (HR Conference Room, 1 | 9:15am Updated Invitation: KC Digital Lab: Launch of the KC Digital Roadmap @ Fri Feb 20, 2015 9:15am - 9:45am (Ashley Z. Hand) (KCPD Headquarters, | |
| Feb 22 - 28 | 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| | | 10:00am HR Advisory Meeting (10th Floor Committee Room) - Caryn Whitmore | | 1:00pm The Hartford Conference Call on Data Feed Disability Insurance 1-877-426-5850 Participant Code 137552 2/25/2015 1 PM to 2 PM (Your D | | | |

March 2015

| March 2015 | | | | | | | April 2015 | | | | | | |
|------------|----|----|----|----|----|----|------------|----|----|----|----|----|----|
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| 15 | 16 | 17 | 18 | 19 | 20 | 21 | 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 | 26 | 27 | 28 | 29 | 30 | | |
| 29 | 30 | 31 | | | | | | | | | | | |

| | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|-------------|-------------|---|--|---|---|--|---|
| Mar 1 - 7 | Mar 1 | 2 10:00am UPK Webinar | 3 10:00am UPK Webinar 11:00am Monica - 1 on 1 - Gary O'Bannon | 4 10:00am UPK Webinar | 5 10:00am UPK Webinar | 6 10:00am UPK Webinar 1:30pm Tornado Drill | 7 |
| | 8 | 9 | 10 10:00am UPK Webinar 11:00am Monica - 1 on 1 - Gary O'Bannon 11:30am Human Resources Department Wide St | 11 10:00am UPK Webinar | 12 10:00am UPK Webinar 1:30pm Performance Evaluation Goal Review (My Office) - Monica Glynn | 13 10:00am UPK Webinar | 14 |
| Mar 8 - 14 | 15 | 16 10:00am UPK Webinar 10:30am Review Status of Performance Evaluation Goals (My Office) - Monica Glynn | 17 10:00am PS HRMS Montly Meeting (12th Floor Conferen 10:00am UPK Webinar 11:00am Monica - 1 on 1 - Gary O'Bannon | 18 10:00am UPK Webinar 2:00pm Quarterly PeopleSoft User Group Meeting (City Hall, 4th Floor Human Relations Co | 19 10:00am UPK Webinar 1:30pm Review Process for Gathering Report Info from Departments (12th floor Conf Rm) - Mo | 20 10:00am UPK Webinar 11:00am Submit Mo State New Hire Report | 21 |
| | 22 | 23 10:00am Review Education and Development Report 10:00am UPK Webinar 1:00pm Continue Report Meetings (M | 24 10:00am UPK Webinar | 25 10:00am UPK Webinar 12:00pm PSoft HCM Updates for the Affo 1:30pm Rick Retirement (8th Floo 3:00pm Helpdesk HRIS | 26 10:00am UPK Webinar 1:00pm Human Resources BrightSign Demo (CD - 15th Flr. Planning Conf room | 27 10:00am UPK Webinar | 28 11:00am Submit Mo State New Hire Report |
| Mar 15 - 21 | 29 | 30 1:00pm Review Retirement Reporting Requirements (12th Floor Conference Room) - Monica Gly | 31 | Apr 1 | 2 | 3 | 4 |
| | Mar 22 - 28 | Mar 29 - Apr 4 | | | | | |

April 2015

| April 2015 | | | | | | | May 2015 | | | | | | |
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| | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|----------------|------------------------|--|--|--|---|---|-----------|
| | Mar 29 | 30 | 31 | Apr 1 | 2 | 3 | 4 |
| Mar 29 - Apr 4 | | | | | 1:00pm Setting up the Wellness Day TRC (12th Fl Conference Room) - Lorraine Wesley | | |
| | 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| Apr 5 - 11 | Easter Day (United Sta | 3:00pm Helpdesk PS Products & Provider groups (IS - Conference Room A) - Joy Patrick | 11:00am Monica - 1 on 1 - Gary O'Bannon | | | Monica - Vacation | |
| | 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| Apr 12 - 18 | | 12:00pm Meet with Retirement Systems Executive Candidate on HRIS issues (12th floor Conf Room) - Gary O'Bannon | | 9:30am PAWS - HR Pilot Program Follow-up Meeting (12th Floor Conference Room) - Tom Briggs | 9:30am Division Manager Staff Meeting (HR Conference Room, 12th Floor) - Caryn Whitmore | 10:30am Career Development Presentation: COBRA 11:00am Submit Mo State New Hire Report | |
| | 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| Apr 19 - 25 | | | 10:00am PS HRMS Montly Meeting (12th Floor Conference Room) - 11:00am Monica - 1 on 1 - Gary O'Bannon | | | | |
| | 26 | 27 | 28 | 29 | 30 | May 1 | 2 |
| Apr 26 - May 2 | | 10:30am Review Benefits Billing Recommendations & Development Request (12th Floor Conference Room) - | | | | | |

May 2015

| May 2015 | | | | | | | June 2015 | | | | | | |
|----------|----|----|----|----|----|----|-----------|----|----|----|----|----|----|
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| 17 | 18 | 19 | 20 | 21 | 15 | 16 | 21 | 15 | 16 | 17 | 18 | 19 | 20 |
| 24 | 25 | 26 | 27 | 28 | 22 | 23 | 28 | 22 | 23 | 24 | 25 | 26 | 27 |
| 31 | | | | | 29 | 30 | | 29 | 30 | | | | |

| | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|------------|------------------------|---|--|---|--|----------------|-----------|
| | Apr 26 | 27 | 28 | 29 | 30 | May 1 | 2 |
| 4/26 - 5/1 | | | | | | | |
| | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 5/3 - 8 | | | 11:00am Monica - 1 on 1 - Gary O'Bannon | 11:25am Biometric Screening | 11:00am Submit Mo State New Hire Report | | |
| | 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 5/10 - 15 | Mother's Day (United S | 10:00am HR Advisory Meeting (City Council Chambers 26th Floor) - Caryn Whitmore | RUG - Central States O | | 9:00am Performance Evaluation Review - Lorraine (My Office) 10:00am Meeting to discuss Maintenance | Off Day (PAWS) | |
| | 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 5/17 - 22 | | | 11:00am Monica - 1 on 1 - Gary O'Bannon | | | | |
| | 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 5/24 - 29 | | Memorial Day (United | Monica - Vacation | 11:00am Submit Mo State New Hire Report | 9:30am Division Manager Staff Meeting (HR Confer 1:00pm FW: Discuss Benefits Billing & Em | Off Day (PAWS) | |
| | 31 | Jun 1 | 2 | 3 | 4 | 5 | 6 |
| 5/31 - 6/5 | IPMA-HR Central Regior | | | | | | |

June 2015

| June 2015 | | | | | | | July 2015 | | | | | | |
|-----------|----|----|----|----|----|----|-----------|----|----|----|----|----|----|
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| 14 | 15 | 16 | 17 | 18 | 19 | 20 | 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 | 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 28 | 29 | 30 | | | | | 26 | 27 | 28 | 29 | 30 | 31 | |

| | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|----------------|------------------------|---|---|---|---|--|----------|
| May 31 - Jun 6 | May 31 | Jun 1 | 2 | 3 | 4 | 5 | 6 |
| | | IPMA-HR Central Region Training Conference (Embassy Suites Kansas City - Plaza, | | | 11:00am Review PeopleSoft Report Requirements (My Office) - Monica Glynn | 11:00am Invitation: KC Digital Roadmap Innovation Team @ Fri Jun 5, 2015 11am - 12pm (Ashley.Hand@kcmo | |
| Jun 7 - 13 | 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| | | 1:30pm RE: Meeting with Barbara Davis | 11:45am Monica - 1 on 1 - Gary O'Bannon 2:00pm Test Script Updates (The Queen's Office) - Monica Glynn | 11:00am Review EEO PeopleSoft Report Requirements (My Office) - Monica Glynn | 9:30am Division Manager Staff Meeting (HR Conference Room, 12th Floor) - Caryn Whitmore | Off Day (PAWS) | |
| Jun 14 - 20 | 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| | | | 10:00am PS HRMS Montly Meeting (12t 11:00am Review separation checklist 11:00am Submit Mo State New Hire Repo | 11:00am Wellness PeopleSoft Report Requirements (City 1:00pm Demonstrate Publishing PeopleSoft UPK ESS | 9:00am Kenya - Breakfast | Kenya Last Day of Emp | |
| Jun 21 - 27 | 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| | Father's Day (United S | | | 1:00pm Using the Affordable Care Act Component Interface - PeopleSoft webinar | 9:30am Division Manager Staff Meeting (HR Conference Room, 12th Floor) - Caryn Whitmore | Off Day (PAWS) | |
| Jun 28 - Jul 4 | 28 | 29 | 30 | Jul 1 | 2 | 3 | 4 |
| | | | Monica - Vacation | | | | |

July 2015

| July 2015 | | | | | | | August 2015 | | | | | | |
|-----------|----|----|----|----|----|----|-------------|----|----|----|----|----|----|
| Su | Mo | Tu | We | Th | Fr | Sa | Su | Mo | Tu | We | Th | Fr | Sa |
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| 19 | 20 | 21 | 22 | 23 | 24 | 25 | 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 26 | 27 | 28 | 29 | 30 | 31 | | 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| | | | | | | | 30 | 31 | | | | | |

| | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | |
|----------------|-------------------|--------|--|---|--|--|----------|----------------------|
| | Jun 28 | 29 | 30 | Jul 1 | 2 | 3 | 4 | |
| Jun 28 - Jul 4 | | | | Monica - Vacation | | | | Independence Day (Ur |
| | 5 | 6 | 7 | 8 | 9 | 10 | 11 | |
| Jul 5 - 11 | Monica - Vacation | | 11:00am Monica - 1 on 1 - Gary O'Bannon | | 9:30am Division Manager Staff Meeting (HR Conference Room, 12th Floor) - Caryn Whitmore | Off Day (PAWS) | | |
| | 12 | 13 | 14 | 15 | 16 | 17 | 18 | |
| Jul 12 - 18 | | | 11:00am Monica - 1 on 1 - Gary O'Bannon | | 11:00am Submit Mo State New Hire Report | | | |
| | 19 | 20 | 21 | 22 | 23 | 24 | 25 | |
| Jul 19 - 25 | | | 10:00am PS HRMS Montly Meeting (12th Floor Conference Room) - 11:00am Monica - 1 on 1 - Gary O'Bannon | 2:00pm No Pay Report (HR Conference Room) - Caryn Whitmore | | Off Day (PAWS) Marva Foster's Birthda | | |
| | 26 | 27 | 28 | 29 | 30 | 31 | Aug 1 | |
| Jul 26 - Aug 1 | | | | 11:00am Submit Mo State New Hire Report | 11:00am - Marva Foster | | | |

August 2015

| August 2015 | | | | | | | September 2015 | | | | | | |
|-------------|----|----|----|----|----|----|----------------|----|----|----|----|----|----|
| Su | Mo | Tu | We | Th | Fr | Sa | Su | Mo | Tu | We | Th | Fr | Sa |
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| 9 | 10 | 11 | 12 | 13 | 14 | 15 | 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 | 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 | 27 | 28 | 29 | 30 | | | |
| 30 | 31 | | | | | | | | | | | | |

| | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|------------|--------|---|---|-----------|---|----------------|----------|
| | Jul 26 | 27 | 28 | 29 | 30 | 31 | Aug 1 |
| 7/26 - 31 | | | | | | | |
| | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 8/2 - 7 | | | 11:00am Monica - 1 on 1 - Gary O'Bannon | | KCRUG (Lexmark (form 9:30am Division Manager Staff Meeting (HR Conference Room, 1 | Off Day (PAWS) | |
| | 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 8/9 - 14 | | | 11:00am Monica - 1 on 1 - Gary O'Bannon | | Caryn's Birthday 9:00am IPMA Fall Kickoff & Membersh 11:00am Discuss Requirements and O | | |
| | 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 8/16 - 21 | | 11:00am Test Script Prep Meeting (Senator's Office) - 11:00am Submit Mo State New Hire Repo | 10:00am Someone left their cell phone in the meeting this mor 11:00am Monica - 1 on 1 - Gary O'Bannon | | 9:30am Division Manager Staff Meeting (HR Conference Room, 12th Floor) - Caryn | Off Day (PAWS) | |
| | 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 8/23 - 28 | | | 11:00am Monica - 1 on 1 - Gary O'Bannon | | | | |
| | 30 | 31 | Sep 1 | 2 | 3 | 4 | 5 |
| 8/30 - 9/4 | | | | | | | |

September 2015

| September 2015 | | | | | | | October 2015 | | | | | | |
|----------------|----|----|----|----|----|----|--------------|----|----|----|----|----|----|
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| 13 | 14 | 15 | 16 | 17 | 18 | 19 | 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 | 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 27 | 28 | 29 | 30 | | | | 25 | 26 | 27 | 28 | 29 | 30 | 31 |

| | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|----------------|---------------|--|---|--|--|---|-----------|
| | Aug 30 | 31 | Sep 1 | 2 | 3 | 4 | 5 |
| Aug 30 - Sep 5 | | | | 12:00am Joesph Corbin's Birthday 3:00pm PeopleSoft passwords (FN - Finance Conf Room Large) - Gary Morris | 10:00am Division Manager Staff Meeting (HR Conference Room, 12th Floor) - Caryn Whitmore | Off Day (PAWS) 11:00am Submit Mo State New Hire Report | |
| | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| Sep 6 - 12 | | Labor Day (United Stat | | | 11:00am IPMA Lunch & Learn 7:00pm Marva - pickup car (414 E. 12th Street) - Monica Glynn | | |
| | 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| Sep 13 - 19 | | Interviews - HRIS Anal 1:00pm HRIS Analysts Interview - Denice Eason (12th Floor R 2:00pm HRIS Analysts Interview - Katharyn | 11:00am Monica - 1 on 1 - Gary O'Bannon 12:00pm Informational Meeting - Diabetes Program (2400 Troost, Suite 1300) | 4:00pm HRIS Analysts Interview - Rosalind Robinson (City Hall, 414 East 12th Street, Kansas City, Missouri 64106 - 12th Floor, R | 9:30am Division Manager Staff Meeting (HR Confer 12:00pm Diabetes Program RN Assessment (City Hal | Off Day (PAWS) | |
| | 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| Sep 20 - 26 | | | 11:00am Monica - 1 on 1 - Gary O'Bannon 1:00pm Review APO Queries (12th Floor Conference Rm) - Monica Glynn | | | | |
| | 27 | 28 | 29 | 30 | Oct 1 | 2 | 3 |
| Sep 27 - Oct 3 | | | 11:00am Submit Mo State New Hire Report 12:00pm Diabetes Education Program (City Hall, 8th Floor) | | | | |

October 2015

| October 2015 | | | | | | | November 2015 | | | | | | |
|--------------|----|----|----|----|----|----|---------------|----|----|----|----|----|----|
| Su | Mo | Tu | We | Th | Fr | Sa | Su | Mo | Tu | We | Th | Fr | Sa |
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| 11 | 12 | 13 | 14 | 15 | 16 | 17 | 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 | 22 | 23 | 24 | 25 | 26 | 27 | 28 |
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| | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|----------------|--------|--------|--|--|--|--|-----------------------------|
| Sep 27 - Oct 3 | Sep 27 | 28 | 29 | 30 | Oct 1 | 2 Off Day (PAWS) | 3 |
| | 4 | 5 | 6 12:00pm Diabetes Education Program (City Hall, 8th Floor) 12:00pm PeopleSoft HCM Updates for the Affordable Care | 7 | 8 11:00am IPMA Lunch N Learn (601 Brasilia Avenue, KCI Aviation Department) | 9 10:00am To Review Performance Expectations and Training Schedule (My Office) - Monica Glynn | 10 |
| Oct 4 - 10 | 11 | 12 | 13 10:00am Security Basics (KP Desk) - Katharyn 12:00pm Diabetes Education Program (2:00pm Follow up on ACA Elig Panels (KP | 14 9:30am Monica - 1 on 1 - Gary O'Bannon 11:00am Submit Mo State New Hire Report | 15 9:30am Division Manager Staff Meeting (HR Confer 2:00pm Dentist - Berkvam (One Petticoat Lane) | 16 Off Day (PAWS) | 17 |
| | 18 | 19 | 20 10:00am PS HRMS Montly Meeting (12t 11:00am Monica - 1 on 1 - Gary O'Bannon 12:00pm Diabetes Education Program (| 21 10:30am Flu Shot Clinic on 10/21/2015 10:30:00 AM - scheduler@pfrenzie dsolutions.com | 22 10:00am Prepare for Affordable Care Act Reporting (10th Floor, Conference Room in Retirement) - Monica Glynn | 23 | 24 |
| Oct 11 - 17 | 25 | 26 | 27 Shirley Corbin's Birthd; 11:00am Monica - 1 on 1 - Gary O'Bannon 12:00pm Diabetes Education Program (City Hall, 8th Floor) | 28 | 29 | 30 Off Day (PAWS) | 31 Halloween (United Sta |
| | 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| Oct 18 - 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 |
| | 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| Oct 25 - 31 | 25 | 26 | 27 | 28 | 29 | 30 | 31 |
| | 25 | 26 | 27 | 28 | 29 | 30 | 31 |

November 2015

| November 2015 | | | | | | | December 2015 | | | | | | |
|---------------|----|----|----|----|----|----|---------------|----|----|----|----|----|----|
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| 8 | 9 | 10 | 11 | 12 | 13 | 14 | 13 | 14 | 15 | 16 | 17 | 18 | 19 |
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| 29 | 30 | | | | | | | | | | | | |

| | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|----------------|--------------|---|--|--|---|---|-----------|
| Nov 1 - 7 | Nov 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| | | 10:30am Review Performance Evaluation - Objectives (My Office) - Monica Glynn | Election Day (United S 11:00am Submit Mo State New Hire Report 12:00pm Diabetes Education Program (| 12:00pm Oracle Webcast - ACA Data Extract Process | 30 Day Check-in for Ka | | |
| Nov 8 - 14 | 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| | | | 12:00pm Diabetes Education Program (City Hall, 8th Floor) 2:00pm Performance Measures - Transition (Your Des | | 8:00am KC RUG - Vendor Fair 11:00am IPMA Lunch N Learn (TBD) | Off Day (PAWS) 9:00am Dr Nazario - Med Check & Lab | |
| Nov 15 - 21 | 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| | | | 10:00am PS HRMS Montly Meeting (12th Floor Conferen 12:00pm Diabetes Education Program (City Hall, 8th Floor) | 10:00am Review HR Security Audit (Your Office or My Desk) - HR Information Syst 11:00am Bonnie's Birthday | | | |
| Nov 22 - 28 | 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| | | 8:00am 11:00am Submit Mo State New Hire Report | Vacation 5:00pm | Off Day (PAWS) | Holiday | | |
| Nov 29 - Dec 5 | 29 | 30 | Dec 1 | 2 | 3 | 4 | 5 |
| | | 1:30pm New PC installation Monica Glynn (Your work area City Hall 12th Floor) - Customer Support Services | | | | | |

December 2015

| December 2015 | | | | | | | January 2016 | | | | | | |
|---------------|----|----|----|----|----|----|--------------|----|----|----|----|----|----|
| Su | Mo | Tu | We | Th | Fr | Sa | Su | Mo | Tu | We | Th | Fr | Sa |
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| 13 | 14 | 15 | 16 | 17 | 18 | 19 | 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 | 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 27 | 28 | 29 | 30 | 31 | | | 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| | | | | | | | 31 | | | | | | |

| | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|----------------|---------------|--------------------------------|---|--|--|---|-----------|
| Nov 29 - Dec 5 | Nov 29 | 30 | Dec 1 11:00am Monica - 1 on 1 - Gary O'Bannon 1:00pm ARCHIBUS Space Planning and Management usage (GSD-Conference Ro | 2 3:30pm Side letter agreement impact on defined contribution employees (City Hall, 12th floor conferenc | 3 | 4 60 Check-In for Kathar | 5 |
| | 6 | 7 | 8 11:00am Monica - 1 on 1 - Gary O'Bannon | 9 12:00pm FW: PeopleSoft HCM Updates for the Affordable Care Act (https://oracleaw.wex.com/oracleaw/o | 10 10:30am Division Manager Staff Meeting (HR Confer 11:00am Excel to CI Demo (City Hall 12th Floor, Rm 1205) - M | 11 Off Day (PAWS) 1:00pm FW: Brainstorming meeting for Proposed New Overtime Rules and | 12 |
| Dec 6 - 12 | 13 | 14 | 15 9:00am ARCHIBUS Demo (GSD-Conferenc 10:00am PS HRMS Montly Meeting (12t 11:00am Monica - 1 on 1 - Gary O'Bannon | 16 11:00am Submit Mo State New Hire Report | 17 1:30pm DR - Add Supv Name to Workflow Email (My Desk) - Katharyn Pendleton | 18 Off Day (PAWS) | 19 |
| | 20 | 21 Monica - Vacation | 22 Monica - Vacation | 23 Monica - Vacation | 24 Christmas Eve (United Monica - Vacation | 25 Christmas Day (United | 26 |
| Dec 13 - 19 | 27 | 28 | 29 11:00am Monica - 1 on 1 - Gary O'Bannon | 30 | 31 | Jan 1, 16 | 2 |
| | 27 | 28 | 29 11:00am Monica - 1 on 1 - Gary O'Bannon | 30 | 31 | Jan 1, 16 | 2 |
| Dec 20 - 26 | 27 | 28 | 29 11:00am Monica - 1 on 1 - Gary O'Bannon | 30 | 31 | Jan 1, 16 | 2 |
| | 27 | 28 | 29 11:00am Monica - 1 on 1 - Gary O'Bannon | 30 | 31 | Jan 1, 16 | 2 |
| Dec 27 - Jan 2 | 27 | 28 | 29 11:00am Monica - 1 on 1 - Gary O'Bannon | 30 | 31 | Jan 1, 16 | 2 |
| | 27 | 28 | 29 11:00am Monica - 1 on 1 - Gary O'Bannon | 30 | 31 | Jan 1, 16 | 2 |