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|--------------------|-----------|---------------------------------------|-----------------------|-------------------|
| <b>Section</b>     | <b>01</b> | <b>INTRODUCTION</b>                   | <b>Effective Date</b> | <b>10/1/2015</b>  |
| <b>Sub-section</b> | <b>05</b> | <b>STAR Daily Processing Schedule</b> | <b>Revision Date</b>  | <b>05/13/2019</b> |

**BACKGROUND**

This section outlines the STAR system daily processing schedule as it pertains to agency transactions and interfaces.

**PROCEDURES**

**STAR Daily Processing Schedule**

| Time     | System task   |
|----------|---|
| 6:30 am  | A/P Pay cycles Run by SCO (Checks, LGIP, ACH, Netting)                              |
| 11:30 am | On-Demand Pay cycle Run by SCO  |
| 12:00 pm | Central Federal Draw Billing Worksheets Run by the SCO                              |
| 12:00 pm | Checks returned to SCO (AP and SC) available for pick-up at SCO                     |
| 2:00 pm  | All cash receipts (regular deposit and A/R deposit entries) must be entered in STAR |
| 3:00 pm  | Interface files due   |
| 7:00 pm  | Daily Batch Jobs  |

**Other STAR Daily Processes:**

Please see the [STAR Batch Schedule](#) document for module specific batches running

**Other STAR Processing Schedules**

- G/L Monthly Close: 3<sup>rd</sup> Business Day of the Month
- Travel and Expense: Tuesday, 7pm – week before payday
- P-Card: All must be approved – every other Tuesday

*Please contact SCO with any questions or concerns with processes and policy.  
 Contact STAR Support if a batch appears to have failed or is “stuck”.*