

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<h1>January 2017</h1>						
1	2 NEW YEARS DAY HOLIDAY	3 <u>2X14</u> Off-Cycle Cutoff NOON	4 <u>2X14</u> Confirm	5 <u>2R15</u> Timesheets by 5PM <u>2R15</u> Final Cleanup HR/Grad/Ben 5PM <u>2X14</u> Dist. Complete	6 <u>2X14</u> Payday <u>2R15</u> LOCKOUT <u>1X06</u> Man Ck Cutoff 5PM	7
8	9 <u>2R15</u> LOCKOUT/CONFIRM	10 <u>1X06</u> CONFIRM	11 <u>2R15</u> Dist. Complete <u>1X06</u> Dist. Complete	12 <u>1R07</u> EPA/SPA Actions & Supplemental Pay to HRIM 5PM	13 <u>1X06</u> Payday <u>2R15</u> PAYDAY <u>2R17</u> Flat Rate Forms to HRIM <u>1R07</u> HRIM Lockout	14
15	16 MLK Jr. HOLIDAY	17 <u>1R07</u> HRIM Lockout <u>2X15</u> Off-Cycle Cutoff NOON <u>2R17</u> Grad Actions Due Grad School 5PM <u>1R07</u> Final Cleanup HR NOON/ Ben 5PM DIP to Payroll 2PM <u>1R07</u> Comp Control Rpts Run 5PM	18 <u>2X15</u> Confirm <u>1R07</u> LOCKOUT	19 <u>2R16</u> Timesheets by 5PM <u>1R07</u> LOCKOUT <u>2R16</u> Final Cleanup HR/Grad/Ben 5PM <u>2X15</u> Dist. Complete	20 <u>2X15</u> Payday <u>2R16</u> LOCKOUT <u>1R07</u> LOCKOUT <u>1R07</u> Auth & Supp Pay Approval Rpt to HRIM 5PM	21
22	23 <u>2R16</u> LOCKOUT/CONFIRM <u>1R07</u> LOCKOUT/CONFIRM	24	25 <u>2R16</u> Dist. Complete	26 <u>1R07</u> Direct Deposit Strip Off Deadline NOON <u>1R07</u> Dist. Complete	27 <u>2R16</u> PAYDAY <u>2R18</u> Flat Rate Forms to HRIM	28
29	30 <u>2R18</u> Grad Actions Due Grad School 5PM	31 <u>2X16</u> Off-Cycle Cutoff NOON <u>1R07</u> PAYDAY	Feb 1 <u>2X16</u> Confirm	Feb 2 <u>2R17</u> Timesheets by 5PM <u>2R17</u> Final Cleanup HR/Grad/Ben 5 PM <u>2X16</u> Dist. Complete	Feb 3 <u>2X16</u> Payday <u>2R17</u> LOCKOUT	Feb 4