

January 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 New Year's Day BIW Pay Statement available	3 BIW Pay Date - 12/25	4 HR PIF Deadline for BIW 01/08/17 payroll	5	6	7
8 BIW End 1st Period 02/2017	9	10 Noon Deadline BIW Time Entry & Approval	11	12	13 Reconcile BIW payroll MTH Time Entry/Appr for December Time HR PIF Deadline MTH PR (1 day early for Holiday)	14 IRIS System Maintenance Friday 10 p.m. - Sunday noon
15	16 Martin Luther King, Jr Holiday BIW Pay Statement available	17 Reconcile LGV payroll LGV pay stmt available BIW Pay Date - 01/08	18 HR PIF Deadline for BIW 01/22/17 payroll	19 LGV Pay Date	20 5 p.m. Deadline ECR Entry & Approval	21
22 BIW End 2nd Period 03/2017	23	24 Noon Deadline BIW Time Entry & Approval	25	26	27 Reconcile MTH payroll Reconcile BIW payroll	28
29	30	31 MTH End				

	BIW pay statement available				
	MTH pay statement available	BIW Pay Date - 01/22 MTH Pay Date			