

# February 2017

| Sun                                 | Mon                                                                        | Tue                                                    | Wed                                                                                                                                                | Thu                                  | Fri                         | Sat                                                                |
|-------------------------------------|----------------------------------------------------------------------------|--------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|-----------------------------|--------------------------------------------------------------------|
|                                     |                                                                            |                                                        | 1<br>HR PIF Deadline for<br>BIW 02/05/17 payroll                                                                                                   | 2                                    | 3                           | 4                                                                  |
| 5 BIW End<br>1st<br>Period 04/2017  | 6                                                                          | 7<br>Noon Deadline BIW<br>Time Entry & Approval        | 8                                                                                                                                                  | 9                                    | 10<br>Reconcile BIW payroll | 11                                                                 |
| 12                                  | 13<br>BIW pay statement<br>available                                       | 14<br>BIW Pay Date - 02/05                             | 15 MTH Time Entry/<br>Aprv for <b>February</b> Time<br>HR PIF Deadline MTH<br>Reconcile LGV payroll<br>HR PIF Deadline for<br>BIW 02/19/17 payroll | 16<br>LGV pay statement<br>available | 17<br>LGV Pay Date          | 18<br>IRIS System<br>Maintenance<br>Friday 10 p.m.<br>-Sunday noon |
| 19 BIW End<br>2nd<br>Period 05/2017 | 20<br>5 p.m. Deadline ECR<br>Entry & Approval                              | 21<br>Noon Deadline BIW<br>Time Entry & Approval       | 22<br>Reconcile MTH payroll                                                                                                                        | 23                                   | 24<br>Reconcile BIW payroll | 25                                                                 |
| 26                                  | 27<br>MTH pay statement<br>available<br><br>BIW pay statement<br>available | 28 MTH End<br><br>MTH Pay Date<br>BIW Pay Date - 02/19 |                                                                                                                                                    |                                      |                             |                                                                    |