

February 2017

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