

April 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2 BIW End 1st Period 08/2017	3	4 Noon Deadline BIW Time Entry & Approval	5	6	7 Reconcile BIW payroll	8
9	10 BIW pay statement available	11 BIW Pay Date - 04/02	12 HR PIF Deadline for BIW 04/16/17 payroll	13 HR PIF Deadline for Monthly payroll (1 day early for holiday)	14 Good Friday Holiday	15
16 BIW End 2nd Period 09/2017	17 MTH Time Entry/Appr for <u>March</u> Time	18 Noon Deadline BIW Time Entry & Approval	19 LGV Pay Date	20 5 p.m. Deadline ECR Entry & Approval	21 Reconcile BIW payroll	22 IRIS System Maintenance Friday 10 p.m. -Sunday noon
23	24 Reconcile MTH payroll BIW pay statement available	25 BIW Pay Date - 04/16	26 HR PIF Deadline for BIW 04/30/17 payroll	27 MTH pay statement available	28 MTH Pay Date	29
30 BIW End 3rd Period 10/2017 MTH End						