

November 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 Noon Deadline BIW Time Entry & Approval	2	3	4 Reconcile BIW payroll	5
6	7 BIW pay statement available	8 BIW Pay Date - 10/30	9 HR PIF Deadline for BIW 11/13/16 payroll	10	11	12
13 BIW End 1st Period 24/2016	14 MTH Time Entry/Appr for October Time HR PIF Deadline for Monthly payroll	15 Noon Deadline BIW Time Entry & Approval	16 Reconcile LGV payroll 5 p.m. Deadline ECR/ STV Entry & Approval	17 LGV pay statement available	18 Reconcile BIW payroll LGV Pay Date	19 IRIS System Maintenance Saturday p.m. -Sunday noon
20	21 BIW pay statement available	22 BIW Pay Date - 11/13	23 HR PIF Deadline for BIW 11/27/16 payroll	24 Thanksgiving Holiday	25 Administrative Close	26
27 BIW End 2nd Period 25/2016	28 Reconcile MTH payroll	29 MTH pay statement available Noon Deadline BIW Time Entry & Approval	30 MTH End MTH Pay Date			