

# December 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 Reconcile <b>BIW</b> payroll	2
3	4 BIW pay statement available	5 BIW Pay Date - 11/26	6 HR PIF Deadline for BIW 12/10/17 payroll	7	8 Reconcile <b>LGV</b> HR PIF Deadline for <b>Monthly</b> payroll	9 IRIS System Maintenance Friday 10 p.m. -Sunday noon
10 BIW End 1st Period 26/2017	11 MTH Time Entry/Appr for <b>November</b> Time HR PIF Deadline for <b>Monthly</b> payroll	12 Noon Deadline BIW Time Entry & Approval	13 5 p.m. Deadline ECR Entry & Approval	14	15 LGV pay statement available	16
17	18 BIW pay statement available	19 Reconcile <b>MTH</b> payroll HR PIF Deadline for BIW 12/24/17 payroll LGV Pay Date BIW Pay Date - 12/10	20 MTH pay statement available	21	22 Noon Deadline BIW Time Entry & Approval (2 days early) MTH Pay Date	23
24 BIW End 2nd Period 01/2018	25 Christmas Holiday	26 Administrative Closing	27 Administrative Closing	28 Administrative Closing	29 Administrative Closing	30
31 MTH End						