

February 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
			HR PIF Deadline for BIW 2/04/18 payroll			
4 BIW End 1st Period 04/2018	5	6	7	8	9	10
		Noon Deadline BIW Time Entry & Approval			Reconcile BIW payroll	
11	12	13	14	15	16	17
	BIW pay statement available	BIW Pay Date - 02/04	Reconcile LGV payroll LGV pay stmt available HR PIF Deadline for BIW 02/18/18 payroll	MTH Time Entry/Appr for January Time HR PIF Deadline for Monthly payroll	LGV Pay Date	IRIS System Maintenance Friday 10 p.m. -Sunday noon
18 BIW End 2nd Period 05/2018	19	20	21	22	23	24
		5 p.m. Deadline ECR Entry & Approval Noon Deadline BIW Time Entry & Approval	5 p.m. Deadline ECR Entry & Approval		Reconcile MTH Payroll	
25	26	27	28 MTH End			
	BIW pay statement available	BIW Pay Date - 02/18	HR PIF Deadline for BIW 03/04/18 payroll MTH Pay Date			