

January 2018

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|---|--|---|---|-----------|------------------------------------|--|
| | 1 New Year's Day BIW pay statement available | 2 BIW Pay Date - 12/24 | 3 HR PIF Deadline for BIW 1/07/18 payroll | 4 | 5 | 6 |
| 7 BIW End 1st Period 02/2018 | 8 | 9 Noon Deadline BIW Time Entry & Approval | 10 | 11 | 12 Reconcile BIW payroll | 13 IRIS System Maintenance Friday 10 p.m. - Sunday noon |
| 14 | 15 Martin Luther King, Jr Holiday BIW pay statement available | 16 MTH Time Entry/Appr for December Time HR PIF Deadline MTH PR (1 day early for Holiday) BIW Pay Date - 01/07 | 17 Reconcile LGV payroll LGV pay stmt available HR PIF Deadline for BIW 1/21/18 payroll | 18 | 19 LGV Pay Date | 20 |
| 21 BIW End 2nd Period 03/2018 | 22 | 23 5 p.m. Deadline ECR Entry & Approval Noon Deadline BIW Time Entry & Approval | 24 | 25 | 26 Reconcile BIW payroll | 27 |
| 28 | 29 BIW pay statement available Reconcile MTH payroll | 30 BIW Pay Date - 01/21 | 31 MTH End HR PIF Deadline for BIW 2/04/18 payroll MTH Pay Date | | | |