

February 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2 Noon Deadline BIW Time Entry & Approval	3	4	5 Reconcile BIW payroll	6
7	8 BIW pay statement available	9 BIW Pay Date - 01/31	10 HR PIF Deadline for BIW 02/14 payroll	11	12	13 IRIS System Maintenance Friday 10 p.m. - Sunday noon
14 BIW End 1st Period 04/2021	15 MTH Time Entry for <u>January</u> Time HR PIF Deadline for <u>Monthly payroll</u>	16 Noon Deadline BIW Time Entry & Approval	17 5 p.m. Deadline ECR Entry & Approval Reconcile LGV payroll	18 LGV pay stmt available	19 Reconcile BIW payroll LGV Pay Date	20
21	22 BIW pay statement available	23 Reconcile MTH Payroll BIW Pay Date - 02/14	24 HR PIF Deadline for BIW 02/28 payroll	25	26 MTH Pay Date	27
28 BIW End 2nd Period 05/2021 MTH End						