

January 2021

	Mon	Tue	Wed	Thu	Fri	Sat
					1 New Year's Day Holiday	2
3 BIW End 1st Period 01/2021	4	5 Noon Deadline BIW Time Entry & Approval	6	7	8 Reconcile BIW payroll	9
10	11 BIW pay statement available	12 BIW Pay Date - 01/03	13 Reconcile LGV payroll HR PIF Deadline for BIW 01/17 payroll	14 LGV pay stmt available	15 MTH Time Entry for December Time HR PIF Deadline for Monthly payroll LGV pay stmt available	16 IRIS System Maintenance Friday 10 p.m. - Sunday noon
17 BIW End 2nd Period 02/2021	18 Martin Luther King, Jr Holiday	19 LGV Pay Date 5 p.m. Deadline BIW Time Entry & Approval	20 5 p.m. Deadline ECR Entry & Approval	21	22 Reconcile BIW payroll	23
24	25 BIW pay statement available	26 Reconcile MTH payroll BIW Pay Date - 01/17	27 HR PIF Deadline for BIW 01/31 payroll	28	29 MTH Pay Date	30
31 MTH End BIW End 2nd Period 03/2021						