

# December 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1  HR PIF / Eform Deadline for BIW 12/05 payroll	2	3	4
5  BIW End 1st  Period 25/2021	6	7  Noon Deadline BIW Time Entry & Approval	8  MTH Time Entry/Appr for <u>December</u> Time	9	10  Reconcile BIW payroll HR PIF/Eform Deadline for <u>Monthly</u> payroll (early)	11  IRIS System Maintenance Friday 10 p.m. - Sunday noon
12	13  BIW pay statement available	14 5 p.m. Deadline ECR, STV Entry & Approval HR PIF / Eform Deadline for BIW 12/19 payroll BIW Pay Date - 12/05	15  Reconcile LGV payroll	16	17  LGV pay statement available	18
19  BIW End 2nd  Period 26/2021	20  Noon Deadline BIW Time Entry & Approval  Reconcile MTH payroll LGV Pay Date	21	22  Reconcile BIW payroll BIW pay statement available MTH pay statement available	23  BIW Pay Date - 12/19 MTH Pay Date	24  Holiday	25
26	27  Administrative Closing	28  Administrative Closing	29  Administrative Closing	30  Administrative Closing	31  Holiday  MTH End	