

December 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3 BIW End 1st Period 25/2023	4	5 Noon Deadline BIW Time Entry & Approval	6	7	8 Reconcile BIW payroll HR PIF/Eform Deadline for Monthly payroll (early)	9 IRIS System Maintenance Friday 10 p.m. - Sunday noon
10	11 MTH Time Entry/Appr for December Time BIW pay statement available	12 HR PIF / Eform Deadline for BIW 12/18 payroll BIW Pay Date - 12/03	13 5 p.m. Deadline ECR Entry & Approval	14	15 Reconcile LGV payroll	16
17 BIW End 2nd Period 26/2023	18 5p.m. Deadline BIW Time Entry & Approval LGV pay statement available	19 Reconcile MTH payroll LGV Pay Date	20 Reconcile BIW payroll	21 BIW pay statement available MTH pay statement available	22 BIW Pay Date - 12/17 MTH Pay Date	23
24	25 Holiday	26 Administrative Closing	27 Administrative Closing	28 Administrative Closing	29 Administrative Closing	30
31					MTH End	