

# January 2024

	Mon	Tue	Wed	Thu	Fri	Sat
BIW End 1st  Period 01/2024	1 <b>New Year's Day Holiday</b>	2  5 p.m. Deadline BIW Time Entry & Approval	3	4	5  Reconcile BIW payroll	6
7	8  BIW pay statement available	9  BIW Pay Date - 12/31	10  HR PIF Deadline for BIW 01/14 payroll	11	12	13
14  BIW End 2nd  Period 02/2024	15 <b>Martin Luther King, Jr Holiday</b>	16 MTH Time Entry / Approval for <b>Dec.</b> Time <b>HR PIF Deadline for Monthly payroll</b> 5 p.m. Deadline BIW Time Entry & Approval	17  Reconcile LGV payroll	18  LGV pay stmt available	19  LGV Pay Date Reconcile BIW payroll	20  IRIS System Maintenance Friday 10 p.m. - Sunday noon
21	22 5 p.m. Deadline ECR Entry & Approval BIW pay statement available	23  BIW Pay Date - 01/14	24  HR PIF Deadline for BIW 01/28 payroll	25	26  Reconcile MTH payroll	27
28  BIW End 3rd  Period 03/2024	29	30 Noon Deadline BIW Time Entry & Approval MTH pay statement available	31  MTH End  MTH Pay Date			