

December 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
2	3 BIW pay statement available	4 BIW Pay Date - 11/25	5 HR PIF Deadline for BIW 12/09 payroll	6	7	8 IRIS System Maintenance Friday 10 p.m. -Sunday noon
9 BIW End 1st Period 26/2018	10	11 MTH Time Entry/Appr for November Time Noon Deadline BIW Time Entry & Approval	12 HR PIF Deadline for Monthly payroll (early for Holiday)	13 5 p.m. Deadline ECR Entry & Approval	14	15
16	17 BIW pay statement available	18 HR PIF Deadline for BIW 12/23 payroll (1 day early for Holiday) BIW Pay Date - 12/09	19	20	21 Noon Deadline BIW Time Entry & Approval (2 day early for Holiday) MTH & LGV Pay Date	22
23 BIW End 2nd Period 27/2018	24 Administrative Closing	25 Christmas Holiday	26 Administrative Closing	27 Administrative Closing	28 Administrative Closing	29
30	31 MTH End BIW pay statement available					