

November 2003

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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2	3 4R/5R02 Time Entry by 8:00 <i>MON late pay forms due Payroll</i>	4 HRS files closed for payroll processing	5	6	7 <i>Payday 4R/5R02 And MON late pay</i>	8
9	10 Recap Time Sheets mailed <i>BIW late pay forms due Payroll</i>	11 MPV's mailed	12 Payday BIW late pay	13	14 4R/5R PAF's due HR 11:45 1R/2R PAF's due HR 11:45 <i>Spring PAF's to continue tmp faculty & grad assts due Provost</i>	15
16	17 1R/2R02 Lv entry and 4R/5R03 Time Entry	18 HRS files closed for payroll processing	19 HRS files closed for payroll processing	20 Recap Time Sheets mailed	21 <i>Payday 4R/5R03</i>	22
23	24 <i>BIW late pay forms due Payroll</i>	25 <i>Payday 1R/2R02 Payday BIW late pay 4R/5R PAF's due HR 11:45</i>	26 HOLIDAY	27 HOLIDAY Thanks- giving Day	28 HOLIDAY	29
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