

# December 2003

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	<i>1</i> 4R/5R04 Time entry by 8:00 <i>Monthly late            pay forms            due PR 11:45</i>	<i>2</i> <b>HRS files            closed for            4R payroll            processing</b>	<i>3</i> MPV's mailed	<i>4</i> 4R/5R05 Recap T/S mailed	<i>5</i> <b>Payday</b> 4R/5R04 and <i>Mo.late pay</i>	<i>6</i>
<i>7</i>	<i>8</i> <i>Biweekly late            pay forms            due PR 11:45</i>  1R/2R03 PAF's due HR 11:45	<i>9</i> 1R/2R03 Leave en- try by 8:00	<i>10</i> <i>Payday for            Biw late pay</i> <b>HRS files            closed for            1R payroll            processing</b> <i>4R/5R06 Re-            cap T/S            mailed</i> 4R/5R05 PAF's due HR 11:45	<i>11</i> 4R/5R05 Time entry by 8:00	<i>12</i> <b>HRS files            closed for            4R payroll            processing</b>	<i>13</i>
<i>14</i>	<i>15</i>	<i>16</i> 4R/5R06 PAF's due HR 11:45	<i>17</i> 4R/5R06 Time entry by 8:00	<i>18</i> <b>HRS files            closed for            4R06 pay-            roll proc-            essing</b>	<i>19</i> <b>Payday</b> 1R/2R03 4R/5R05	<i>20</i>
<i>21</i>	<i>22</i> <b>HOLIDAY</b>	<i>23</i> <b>HOLIDAY</b>	<i>24</i> <b>HOLIDAY</b>	<i>25</i> <b>HOLIDAY</b> <i>Christmas            Day</i>	<i>26</i> <b>HOLIDAY</b>	<i>27</i>
<i>28</i>	<i>29</i> <b>HOLIDAY</b>	<i>30</i> <b>HOLIDAY</b>	<i>31</i> <b>HOLIDAY</b>	<i>Jan 1</i> <b>HOLIDAY</b>	<i>Jan 2</i> <b>HOLIDAY</b> <b>Payday</b> 4R/5R06	