

# January 2004

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				<i>1</i> <b>HOLIDAY</b>	<i>2</i> <b>HOLIDAY</b> <b>Payday</b> <b>4R/5R06</b>	<i>3</i>
<i>4</i>	<i>5</i> Mon & Biw late pay forms due in PR 11:45  <i>Recap Time Sheets mailed</i>	<i>6</i>	<i>7</i>	<i>8</i>	<i>9</i> Payday for Mon & Biw late pay  <i>4R/5R PAF's due HR</i>	<i>10</i>
<i>11</i>	<i>12</i> 4R/5R07 Time Entry by 8:00 pm	<i>13</i> <b>HRS files closed for payroll processing</b>	<i>14</i>	<i>15</i> <i>MPV's mailed</i>	<i>16</i> <b>Payday</b> <b>4R/5R07</b> <i>Recap Time Sheets mailed</i>	<i>17</i>
<i>18</i>	<i>19</i> <b>HOLIDAY</b>	<i>20</i> Biw late pay forms due in PR 11:45	<i>21</i> 1R/2R PAF's due HR	<i>22</i> <b>Payday</b> <b>BIW late pay</b> 1R/2R04 Leave Entry by 8:00 pm	<i>23</i> <b>HRS files closed for payroll processing</b> <i>4R/5R PAF's due HR</i>	<i>24</i>
<i>25</i>	<i>26</i> 4R/5R08 Time Entry by 8:00 pm	<i>27</i> <b>HRS files closed for payroll processing</b>	<i>28</i>	<i>29</i>	<i>30</i> <b>Payday</b> <b>4R/5R08</b> <b>1R/2R04</b>	<i>31</i>