

September 2004

REVISED

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 Mon late pay forms due in PR 11:45 am <i>4R/5R PAF's due HR 11:45</i> Payday for Biw late pay 4R/5R24 Time Entry by 8:00 pm	2 HRS files closed for payroll Processing 4R/5R24	3	4
5	6 HOLIDAY	7	8	9 <i>Payday for Mon late pay</i>	10 Payday 4R/5R24	11
12	13 Biw late pay forms due in PR 11:45 am <i>Recap Time Sheets mailed</i>	14	15 Payday for Biw late pay	16	17 <i>4R/5R PAF's due HR 11:45</i> MPV's mailed	18
19	20 4R/5R25 Time Entry by 8:00 pm	21 HRS files closed for payroll Processing 4R/5R25	22 <i>1R/2R PAF's due HR 11:45</i>	23 1R/2R12 Leave Entry by 8:00 pm	24 Payday 4R/5R25 HRS files closed for payroll Processing 1R/2R12	25
26	27 Biw late pay forms due in PR 11:45 am <i>Recap Time Sheets mailed</i>	28	29 Payday for Biw late pay	30 Payday 1R/2R12		