

January 2005 REVISED

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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2	3 HOLIDAY	4 HOLIDAY	5 Mon & Biw late pay forms due in PR 11:45 am	6	7 <i>Payday</i> <i>Latepay</i> <i>Biw & Mon</i> <i>(No Direct</i> <i>Deposit)</i> 4R/5R PAF's due HR 11:45	8
9	10 4R/5R07 Time Entry by 8:00 pm	11 HRS files closed for payroll processing	12	13	14 <i>Payday</i> <i>4R/5R07</i> <i>Recap Time</i> <i>Sheets mailed</i>	15
16	17 <i>HOLIDAY</i>	18 <i>Mail MPV's</i> Biw late pay forms due in PR 11:45 am	19	20 <i>Payday for</i> <i>BIW late pay</i>	21 4R/5R PAF's and 1R/2R PAF's due HR 11:45	22
23	24 4R/5R08 Time Entry by 8:00 pm and 1R/2R04 Leave Entry by 8:00	25 HRS files closed for payroll processing	26 HRS files closed for payroll processing	27	28 <i>Payday</i> <i>4R/5R08</i>	29
30	31 <i>Payday</i> <i>1R/2R04</i> <i>Recap Time</i> <i>Sheets mailed</i> Biw late pay forms due in PR 11:45 am					