

# February 2005

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		<i>1</i> Mon late pay forms due in PR 11:45 am	<i>2</i> <i>Payday</i> <i>Biw Late pay</i>	<i>3</i>	<i>4</i> <i>Payday</i> <i>Mon Late pay</i>  4R/5R PAF's due HR 11:45	<i>5</i>
<i>6</i>	<i>7</i> 4R/5R09 Time Entry by 8:00 pm	<i>8</i> <b>HRS files closed for payroll processing</b>	<i>9</i>	<i>10</i>	<i>11</i> <i>Payday</i> <i>4R/5R09</i>	<i>12</i>
<i>13</i>	<i>14</i> <i>Recap Time Sheets mailed</i>  Biw late pay forms due in PR 11:45 am	<i>15</i> <i>Mail MPV's</i>	<i>16</i> <i>Payday</i> <i>Biw Late pay</i>	<i>17</i>	<i>18</i> 4R/5R PAF's <b>and</b> 1R/2R PAF's due HR 11:45	<i>19</i>
<i>20</i>	<i>21</i> 4R/5R10 Time Entry <b>and</b> 1R/2R05 Leave Entry by 8:00 pm	<i>22</i> <b>HRS files closed for payroll processing</b>	<i>23</i> <b>HRS files closed for payroll processing</b>	<i>24</i>	<i>25</i> <i>Payday</i> <i>4R/5R10</i>	<i>26</i>
<i>27</i>	<i>28</i> <b><i>Payday</i></b> <i>1R/2R05</i> <i>Recap Time Sheets mailed</i> Biw late pay forms due in PR 11:45 am					