

May 2005

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 4R/5R15 Time Entry by 8:00 pm <i>Mail 2R08 MPV's</i> Mon late pay forms due in PR 11:45	3 HRS files closed for payroll processing	4	5 2R PAF's due HR 11:45	6 Payday 4R/5R15 <i>and</i> <i>Mon Late Pay</i> 2R08 Leave En- try by 8:00	7
8	9 HRS files closed for payroll processing Recap Time Sheets mailed	10 <i>Biw late pay forms due in PR 11:45</i>	11	12 <i>Payday</i> <i>Biw Late Pay</i>	13 Payday 2R08 4R/5R PAF's due HR 11:45	14
15	16 4R/5R16 Time Entry by 8:00 pm	17 HRS files closed for payroll processing	18 <i>Mail</i> <i>1R/3R08</i> <i>MPV's</i>	19	20 Payday 4R/5R16 Recap Time Sheets mailed <u>Summer Term</u> <u>PAF's due in HR</u>	21
22	23 1R/3R PAF's due HR 11:45 <i>Biw late pay forms due in PR 11:45</i>	24 1R/3R08 Leave Entry by 8:00 pm	25 <i>Payday</i> <i>Biw Late Pay</i> HRS files closed for payroll processing	26 4R/5R PAF's due HR 11:45	27 4R/5R17 Time Entry by 8:00 pm	28
29	30 HOLIDAY	31 Payday 1R/3R08 HRS files closed for payroll processing				