

February 2006

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