<table>
<thead>
<tr>
<th>Sunday</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td><strong>BIW employees submit timesheets</strong></td>
</tr>
<tr>
<td>7</td>
<td>8</td>
<td>9</td>
<td>10</td>
<td>11</td>
<td>12</td>
<td><strong>MON employees submit timesheets</strong></td>
</tr>
<tr>
<td>14</td>
<td>15</td>
<td>16</td>
<td>17</td>
<td>18</td>
<td>19</td>
<td><strong>BIW employees submit timesheets</strong></td>
</tr>
<tr>
<td>21</td>
<td>22</td>
<td>23</td>
<td>24</td>
<td>25</td>
<td>26</td>
<td><strong>New Year’s Day HOLIDAY</strong></td>
</tr>
<tr>
<td>28</td>
<td>29</td>
<td>30</td>
<td>31</td>
<td><strong>RET &amp; BIW PAYDAY</strong></td>
<td>31</td>
<td><strong>New Year’s Day HOLIDAY</strong></td>
</tr>
</tbody>
</table>

**DECEMBER 2014**

- **1**
  - TK/TA review/approve all BIW time through 12/6/2014
  - BIW PAF’s, ePAF’s, APF’s due in HR for **PPE 12/20/2014**

- **2**
  - TK/TA review/approve all BIW time through 12/6/2014 by 6:00 P.M. (12/17/2014) Pay Day
  - BIW RA’s, DDs, W-4’s, etc. due in Payroll by 10 am to be effective for (12/17/2014) Pay Day

- **3**
  - **BIW PAYDAY**

- **4**
  - **MON employees submit timesheets**

- **5**
  - TK/TA review/approve all BIW time through 12/6/2014 by 6:00 P.M. (12/17/2014) Pay Day
  - BIW RA’s, DD’s, W-4’s, etc. due in Payroll by 10 am to be effective for (12/17/2014) Pay Day

- **6**
  - **BIW employees submit timesheets**

- **7**
  - **BIW employees submit timesheets**

- **8**
  - TK/TA review/approve all BIW time through 12/6/2014
  - BIW PAF’s, ePAF’s, APF’s due in HR for **PPE 12/20/2014**

- **9**
  - TK/TA review/approve all BIW time through 12/6/2014 by 6:00 P.M. (12/17/2014) Pay Day
  - BIW RA’s, DD’s, W-4’s, etc. due in Payroll by 10 am to be effective for (12/17/2014) Pay Day

- **10**
  - **BIW PAYDAY**
  - **MON employees submit timesheets**

- **11**
  - **BIW PAYDAY**
  - MON – Final Day to check “Paycheck Data” for 12/6/2014
  - Report any discrepancies in payroll by 4:00 P.M.

- **12**
  - TK/TA review/approve all BIW time through 12/20/2014
  - BIW PAF’s, ePAF’s, APF’s due in HR for **PPE 1/3/2015**

- **13**
  - **BIW employees submit timesheets**

- **14**
  - TK/TA review/approve all MON/PTO and hourly paid monthly employee’s hours for (12/31/2014 Pay Day) – MON
  - Monthly RA’s, W-4’s, exception reports due in Payroll by 11 A.M. to be effective for 12/31/2014 pay day

- **15**
  - TK/TA review/approve all MON PTO through 12/31/2014 by 4:00 P.M.

- **16**
  - **BIW PAYDAY**
  - MON – Final Day to check “paycheck data” for 12/31/2014
  - Report any discrepancies in payroll by 4:00 P.M.

- **17**
  - **BIW PAYDAY**
  - **MON employees submit timesheets**

- **18**
  - TK/TA review/approve all BIW time through 12/20/2014
  - BIW RA’s, DD’s, W-4’s, etc. due in Payroll by 10 am to be effective for (12/31/2014) Pay Day

- **19**
  - **BIW employees submit timesheets**

- **20**
  - **BIW employees submit timesheets**

- **21**
  - **BIW employees submit timesheets**

- **22**
  - **BIW employees submit timesheets**

- **23**
  - TK/TA review/approve all BIW time through 12/20/2014 by 6 P.M. (12/31/2014 Pay Day)
  - BIW RA’s, DD’s, W-4’s, etc. due in Payroll by 10 am to be effective for (12/31/2014) Pay Day

- **24**
  - **MON PAYDAY**

- **25**
  - **Christmas Day HOLIDAY**

- **26**
  - **BIW employees submit timesheets**

- **27**
  - **BIW employees submit timesheets**