

# JANUARY 2012

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2 <b>Official University Holiday</b>	3 	4 <b>BIW PAYDAY</b>	5	6	7 BIW-TR Submit Timesheets by midnight
	9 MON-PAFs, APFs due in HR for PPE 1/31/2012 (1/31/12 Pay Day)  TK/TA review/approve all BIW time through 1/7/12 (1/18/12 Pay Day)-BIW  BIW-PAFs, APFs due in HR for PPE 1/21/12	10 TK/TA: Review/Approve all BIW time through 1/7/12 by 4 pm-BIW  BIW-RAs, DDs, W-4s, etc due in Payroll by 11 am to be effective for PPE 1/7/12	11 BIW-Final Day to check "paycheck data" for PPE 1/7/12. Report discrepancies to Payroll by 5 pm	12	13	14
15	16 <b>Official University Holiday</b>	17 <b>MON-TR Submit Timesheets</b>	18 <b>BIW PAYDAY</b>  TK/TA: Review/Approve all MON PTO through 1/31/12 (1/31/12 Pay Day)-MON  MON-RAs, DDs, W-4s, etc due in Payroll by 11 am to be effective for PPE 1/31/12	19 TK/TA: Review/Approve all MON PTO through 1/31/12 by 4 pm-MON	20	21 BIW-TR Submit Timesheets by midnight
22	23 TK/TA review/approve all BIW time through 1/21/12 (2/1/12 Pay Day)-BIW  BIW-PAFs, APFs due in HR for PPE 2/4/12	24 TK/TA: Review/Approve all BIW time through 1/21/12 by 4 pm-BIW  BIW-RAs, DDs, W-4s, etc due in Payroll by 11 am to be effective for PPE 1/21/12	25 BIW-Final Day to check "paycheck data" for PPE 1/21/12. Report discrepancies to Payroll by 5 pm	26	27 	28
29	30	31 <b>MON PAYDAY</b>				