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**JUNE 2012**

- **BIW PAYDAY**
- **TR Submit Timesheets by midnight**

**BIW-PAFs, APFs due in HR for PPE 6/23/12**

**TK/TA review/approve all BIW time through 6/9/2012 (6/20/12 Pay Day)-BIW**

**BIW-PAFs, APFs due in HR for PPE 6/30/2012**

**BIW-PAFs, APFs due in HR for PPE 7/7/2012**

**TK/TA review/approve all BIW time through 6/23/12 (07/04/2012 Pay Day)-BIW**

**BIW Final Day to check “paycheck data” for PPE 6/9/2012. Report discrepancies to Payroll by 5pm.**

**Final Day to check “paycheck data” for PPE 6/30/2012. Report discrepancies to Payroll by 5pm.**

**MON-TR Submit Timesheets**

**TK/TA: Review/Approve all MON PTO through 6/30/12 by 4 pm-MON**

**MON-TR Submit Timesheets by midnight**

**TK/TA: Review/Approve all MON PTO through 6/30/12 by 4 pm-MON**

**MON-PAFs, APFs due in HR for PPE 7/7/2012**

**TK/TA: Review/Approve all BIW time through 6/23/12 by 4 pm-BIW**

**BIW-RAs, DDs, W-4s, etc due in Payroll by 11 am to be effective for PPE 6/09/2012**

**BIW-RAs, DDs, W-4s, etc due in Payroll by 11 am to be effective for PPE 06/30/12**

**MON-PAFs, APFs due in HR for PPE 6/30/2012**

**MON-PAFs, APFs due in HR for PPE 7/7/2012**

**BIW-RAs, DDs, W-4s, etc due in Payroll by 11 am to be effective for PPE 6/23/12**

**BIW-RAs, DDs, W-4s, etc due in Payroll by 11 am to be effective for PPE 6/23/12**

**MON PAYDAY**