

# November 2011

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		<p>1</p> <p>TK/TA: Review/Approve all BIW time through 10/29/11 by 4 pm-BIW</p> <p>BIW-RAs, DDs, W-4s, etc due in Payroll by 11 am to be effective for PPE 10/29/11</p>	<p>2</p> <p>BIW-Final Day to check "paycheck data" for PPE 10/29/11. Report discrepancies to Payroll by 5 pm</p>	<p>3</p>	<p>4</p>	<p>5</p>
6	7	8	<p>9 <b>BIW PAYDAY</b></p> <p>MON-PAFs, APFs due in HR for PPE 11/30/11 (11/30/11 Pay Day)</p>	10	11	<p>12</p> <p>BIW-TR Submit Timesheets by midnight</p>
13	<p>14</p> <p>TK/TA review/approve all BIW time through 11/12/11 (11/23/11Pay Day)-BIW</p> <p>BIW-PAFs, APFs due in HR for PPE 11/26/11</p>	<p>15</p> <p>TK/TA: Review/Approve all BIW time through 11/12/11 by 4 pm-BIW</p> <p>BIW-RAs, DDs, W-4s, etc due in Payroll by 11 am to be effective for PPE 11/12/11</p>	<p>16</p> <p>BIW-Final Day to check "paycheck data" for PPE 11/12/11. Report discrepancies to Payroll by 5 pm</p> <p><b>MON-TR Submit Timesheets</b></p>	<p>17</p> <p>TK/TA: Review/Approve all MON PTO through 11/30/11 (11/30/11 Pay Day)-MON</p> <p>MON-RAs, DDs, W-4s, etc due in Payroll by 11 am to be effective for PPE 11/30/11</p>	<p>18</p> <p>TK/TA: Review/Approve all MON PTO through 11/30/11 by 4 pm-MON</p>	19
20	<p>21</p> <p>MON-Final Day to check "Paycheck Data" for PPE 11/30/11. Report discrepancies to Payroll by 5 pm</p>	22	<p>23</p> <p><b>BIW PAYDAY</b></p>	<p>24</p> <p><b>OFFICIAL UNIVERSITY HOLIDAY</b></p> 	<p>25</p> <p><b>OFFICIAL UNIVERSITY HOLIDAY</b></p>	<p>26</p> <p>BIW-TR Submit Timesheets by midnight</p>
27	<p>28</p> <p>TK/TA review/approve all BIW time through 11/26/11 (12/7/11Pay Day)-BIW</p> <p>BIW-PAFs, APFs due in HR for PPE 12/10/11</p>	<p>29</p> <p>TK/TA: Review/Approve all BIW time through 11/26/11 by 4 pm-BIW</p> <p>BIW-RAs, DDs, W-4s, etc due in Payroll by 11 am to be effective for PPE 11/26/11</p>	<p>30</p> <p>BIW-Final Day to check "paycheck data" for PPE 11/26/11. Report discrepancies to Payroll by 5 pm</p> <p><b>MON PAYDAY</b></p>			