

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<h1>February 2017</h1>						
Jan 29	Jan 30 2R18 Grad Actions Due Grad School 5PM	Jan 31 2X16 Off-Cycle Cutoff NOON 1R07 PAYDAY	1 2X16 Confirm	2 2R17 Timesheets by 5PM 2R17 Final Cleanup HR/Grad/Ben 5 PM 2X16 Dist. Complete	3 2X16 Payday 2R17 LOCKOUT	4
5	6 1X07 Off-Cycle Cutoff 5PM 2R17 LOCKOUT/ CONFIRM	7	8 2R17 Dist. Complete 1X07 Confirm	9 1X07 Dist. Complete	10 2R17 PAYDAY 2R19 Flat Rate Forms to HRIM 1R08 EPA/SPA Actions & Supplemental Pay to HRIM by 5PM	11
12	13 2R19 Grad Actions to Grad School 5PM 1R08 HRIM Lockout	14 2X17 Off-Cycle Cutoff NOON 1R08 HRIM Lockout 1R08 Final Cleanup HR NOON/ Ben 5PM DIP to Payroll 2PM 1R08 Comp Control Rpts Run 5PM	15 2X17 Confirm 1R08 LOCKOUT 1X07 Payday	16 2X17 Dist. Complete 2R18 Timesheets by 5PM 2R18 Final Cleanup HR/Grad/Ben 5 PM 1R08 LOCKOUT	17 2X17 Payday 2R18 LOCKOUT 1R08 LOCKOUT 1R08 Auth & Supp Pay Approval Rpt to HRIM by 5PM	18
19	20 2R18 LOCKOUT/ CONFIRM 1R08 LOCKOUT/ CONFIRM	21	22 2R18 Dist. Complete	23 1R08 Direct Deposit Strip Off Deadline – NOON 1R08 Dist. Complete	24 2R20 Flat Rate Forms to HRIM 2R18 PAYDAY	25
26	27 2R20 Grad Actions to Grad School 5PM	28 2X18 Off-Cycle Cutoff NOON 1R08 PAYDAY	Mar 1 2X18 Confirm	Mar 2 2X18 Dist. Complete 2R19 Timesheets by 5PM 2R19 Final Cleanup HR/Grad/Ben 5 PM	Mar 3 2X18 Payday 2R19 LOCKOUT	Mar 4