# December 2017

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|---|---|---|---|---|---|---|
| Nov 26 | Nov 27<br>2R11 LOCKOUT/ CONFIRM<br><br>1R05 Direct Deposit Strip Off Deadline - NOON | Nov 28<br>1R05 Dist. Complete | Nov 29<br>2R11 Dist. Complete | Nov 30<br>1R05 PAYDAY | 1<br>2R11 PAYDAY | 2 |
| 3 | 4<br>2R13 Grad Actions to Grad School by 5 PM | 5<br>2R12 Supervisor Lockout at 5PM<br><br>2X11 Man Ck Cutoff NOON | 6<br>2X11 CONFIRM | 7<br>1R06 EPA/SPA Actions & Supplemental Pay to HRIM by 5PM<br>2R12 Timekeeper Lockout at 5pm<br>2R12 Final Cleanup HR/Grad/Ben 5PM<br>2X11 Dist. Complete | 8<br>2X11 PAYDAY<br><br>1R06 HRIM Lockout<br><br>2R12 LOCKOUT | 9 |
| 10 | 11<br>1R06 HRIM Lockout<br>1R06 Final Cleanup HR NOON/ Ben 5PM DIP to Payroll 2PM<br>1R06 Comp Control Rpts Run 5PM<br>2R12 LOCKOUT/ CONFIRM | 12<br>1R06 Lockout | 13<br>1R06 Lockout<br><br>2R13 Supervisor Lockout at 5PM<br><br>2R12 Dist. Complete | 14<br>1R06 Lockout<br><br>1R06 Auth & Supp Pay Rpt to HRIM by 5 PM | 15<br>2R12 PAYDAY<br>1R06 LOCKOUT/ CONFIRM<br>2R13 Timekeeper Lockout at 5pm<br>2R13 Final Cleanup HR/Grad/Ben 5PM | 16 |
| 17 | 18<br>2R14 Grad Actions to Grad School by 5 PM<br><br>2R13 LOCKOUT | 19<br>1R06 Direct Deposit Strip Off Deadline - NOON<br><br>2R13 LOCKOUT/ CONFIRM | 20<br>1R06 Dist. Complete | 21<br>2R13 Dist. Complete | 22<br>1R06 PAYDAY<br><br>2R15 Grad Actions to Grad School by 5 PM | 23 |
| 24 | 25<br>Winter<br><br>Break | 26<br>Winter<br><br>Break | 27<br>Winter<br><br>Break | 28<br>Winter<br><br>Break | 29<br>Winter<br><br>Break<br>2R13 PAYDAY | 30<br><br>Sunday 31 |