

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<h1>February 2021</h1>						
31	1 <u>2R16 LOCKOUT/CONFIRM</u>	2	3 <u>2R16 Dist. Complete</u>	4 <u>1X07 Off-Cycle Cutoff</u> 5PM	5 <u>2R16 Payday</u> <u>1R08 CTOD/LWOP by 5pm</u>	6 <u>1R08 Supervisors/</u> <u>Managers Approve</u> <u>Pending Time by 5PM</u>
7	8 <u>1X07 Confirm</u>	9 <u>1X07 Dist. Complete</u> <u>2X16 Man Ck Cutoff</u> NOON <u>2R17 Supervisor</u> <u>Lockout at 5PM</u>	10 <u>2X16 Confirm</u>	11 <u>2X16 Dist. Complete</u> <u>2R17 Final Cleanup</u> <u>HR/Grad/Ben 5 PM</u> <u>2R17 Timekeeper</u> <u>Lockout at 5pm</u> <u>1R08 EHRA/SHRA</u> <u>Actions &amp; Supplemental</u> <u>Pay to HRIM by 5PM</u>	12 <u>2X16 Payday</u> <u>2R17 LOCKOUT</u> <u>1R08 HRIM Lockout</u> <u>1R08 Timekeeper</u> <u>Approvals &amp; Return LOA</u> <u>by 5PM</u>	13
14	15 <u>2R17 LOCKOUT/CONFIRM</u> <u>1R08 HRIM Lockout</u> <u>1R08 Final Cleanup HR</u> <u>NOON/Ben 5pm</u> <u>1R08 DIP to Payroll by</u> <u>2pm</u> <u>1X07 Payday</u>	16 <u>1R08 LOCKOUT</u>	17 <u>2R17 Dist. Complete</u> <u>1R08 LOCKOUT</u>	18 <u>1R08 LOCKOUT</u> <u>1R08 Auth &amp; Supp Pay</u> <u>Approval Rpt to HRIM by</u> <u>5PM</u>	19 <u>2R17 Payday</u> <u>1R08 LOCKOUT/CONFIRM</u>	20
21	22	23 <u>2X17 Man Ck Cutoff</u> NOON <u>1R08 Direct Deposit Strip</u> <u>Off Deadline - NOON</u> <u>2R18 Supervisor</u> <u>Lockout at 5PM</u>	24 <u>2X17 Confirm</u> <u>1R08 Dist. Complete</u>	25 <u>2X17 Dist. Complete</u> <u>2R18 Final Cleanup</u> <u>HR/Grad/Ben 5 PM</u> <u>2R18 Timekeeper</u> <u>Lockout at 5pm</u>	26 <u>2X17 Payday</u> <u>1R08 PAYDAY</u> <u>2R18 LOCKOUT</u>	27
28	1 <u>2R18 LOCKOUT/CONFIRM</u>	2	3 <u>2R18 Dist. Complete</u>	4 <u>1X08 Off-Cycle Cutoff</u> 5PM	5 <u>2R18 Payday</u>	6 <u>1R09 Supervisors/</u> <u>Managers Approve</u> <u>Pending Time by 5PM</u>