

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<h1>January 2021</h1>						
27	28 Winter Break	29 Winter Break	30 Winter Break	31 Winter Break	1 New Years Day	2 <u>2R14</u> Supervisor Lockout at 5PM
3 <u>2R14</u> Timekeeper Lockout at 5pm	4 <u>2R14</u> LOCKOUT/CONFIRM	5	6 <u>1X06</u> Off-Cycle Cutoff 5PM <u>2R14</u> Dist. Complete <u>1R07</u> Supervisors/Managers Approve Pending Time by 5PM	7	8 <u>1X06</u> Confirm <u>2R14</u> Payday <u>1R07</u> CTOD/LWOP by 5pm	9
10	11 <u>1X06</u> Dist. Complete	12 <u>2X14</u> Man Ck Cutoff NOON <u>2R15</u> Supervisor Lockout at 5PM	13 <u>2X14</u> Confirm <u>2R15</u> Timekeeper Lockout at 5pm <u>2R15</u> Final Cleanup HR/Grad/Ben 5 PM <u>1R07</u> EHRA/SHRA Actions & Supplemental Pay to HRIM by 5PM	14 <u>2R15</u> LOCKOUT <u>2X14</u> Dist. Complete <u>1R07</u> HRIM LOCKOUT	15 <u>2X14</u> Payday <u>1X06</u> Payday <u>2R15</u> LOCKOUT/CONFIRM <u>1R07</u> Timekeeper Approvals & Return LOA by 5PM <u>1R07</u> Final Cleanup HR NOON/Ben 5pm <u>1R07</u> DIP to Payroll by 2pm <u>1R07</u> HRIM LOCKOUT	16
17	18 MLK Jr. Holiday	19 <u>1R07</u> LOCKOUT	20 <u>2R15</u> Dist. Complete <u>1R07</u> LOCKOUT	21 <u>1R07</u> Auth & Supp Pay Approval Rpt to HRIM by 5PM <u>1R07</u> LOCKOUT	22 <u>2R15</u> Payday <u>1R07</u> LOCKOUT/CONFIRM	23
24	25	26 <u>2X15</u> Man Ck Cutoff NOON <u>1R07</u> Direct Deposit Strip Off Deadline - NOON <u>2R16</u> Supervisor Lockout at 5PM	27 <u>2X15</u> Confirm <u>1R07</u> Dist. Complete	28 <u>2X15</u> Dist. Complete <u>2R16</u> Final Cleanup HR/Grad/Ben 5 PM <u>2R16</u> Timekeeper Lockout at 5pm	29 <u>2X15</u> Payday <u>1R07</u> PAYDAY <u>2R16</u> LOCKOUT	30
31						