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| --- | --- | --- | --- | --- | --- | --- |
| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
| December 2021 | | | | |  |  |
| **28** | **29** | **30**  **2X11 Man Ck Cutoff NOON**  **2R12 Supervisor Lockout at 5PM**  **1R05 PAYDAY** | **1**  **2X11 Confirm** | **2**  **2R12 Final Cleanup HR/Grad/Ben 5 PM**  **2R12 Timekeeper Lockout**  **at 5pm**  **2X11 Dist. Complete**  **1R06 Supervisors/Managers Approve Pending Time by 5PM** | **3**  **2X11 Payday**  **2R12 LOCKOUT**  **1R06 CTOD/LWOP by 5pm**  **1R06 Timekeeper Approvals & Return LOA by 5PM** | **4** |
| **5** | **6**  **2R12 LOCKOUT/CONFIRM** | **7**  **1R06 EHRA/SHRA Actions & Supplemental Pay to HRIM by 5PM** | **8**  **2R12 Dist. Complete**  **1R06 HRIM Lockout** | **9**  **1R06 HRIM Lockout**  **1R06 Final Cleanup HR NOON/Ben 5pm**  **1R06 DIP to Payroll by 2pm** | **10**  **2R12 Payday**  **1R06 LOCKOUT** | **11** |
| **12** | **13**  **1R06 LOCKOUT**  **2R13 Supervisor Lockout at 5PM** | **14**  **2R13 Final Cleanup HR/Grad/Ben 5 PM**  **2R13 Timekeeper Lockout at 5pm**  **1R06 LOCKOUT**  **1R06 Auth & Supp Pay Approval Rpt to HRIM by 5PM** | **15**  **1R06 LOCKOUT/CONFIRM**  **2R13 LOCKOUT** | **16**  **2R13 LOCKOUT/CONFIRM** | **17**  **1R06 Direct Deposit Strip Off Deadline - NOON** | **18** |
| **19** | **20**  **2R13 Dist. Complete**  **1R06 Dist. Complete** | **21** | **22**  **2R13 Payday**  **1R06 PAYDAY**  **2R14 Final Cleanup HR/Grad/Ben 5 PM**  **2R14 Timekeeper Lockout at 5pm**  **2R14 Supervisor Lockout at 5PM** | **23**  **2R14 LOCKOUT/CONFIRM** | **24**  **Winter**  **Break** | **25** |
| **26** | **27**  **Winter**  **Break** | **28**  **Winter**  **Break** | **29**  **Winter**  **Break** | **30**  **Winter**  **Break** | **31**  **Winter**  **Break** | **1** |