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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** |