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| --- | --- | --- | --- | --- | --- | --- |
| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
| November 2021 | | | | |  |  |
| **Oct 31** | **1** | **2**  **2R10 Supervisor Lockout at 5PM**  **2X09 Man Ck Cutoff NOON** | **3**  **2X09 Confirm** | **4**  **2R10 Final Cleanup HR/Grad/Ben 5 PM**  **2R10 Timekeeper Lockout at 5pm**  **1X04 Off-Cycle Cutoff 5PM**  **2X09 Dist. Complete** | **5**  **2R10 LOCKOUT**  **1R05 CTOD/LWOP by 5pm**  **2X09 Payday** | **6**  **1R05 Supervisors/**  **Managers Approve Pending Time by 5PM** |
| **7** | **8**  **2R10 LOCKOUT/CONFIRM**  **1X04 Confirm** | **9**  **1X04 Dist. Complete** | **10**  **2R10 Dist. Complete** | **11**  **1R05 EHRA/SHRA Actions & Supplemental Pay to HRIM by 5PM** | **12**  **2R10 Payday**  **1R05 HRIM Lockout**  **1R05 Timekeeper Approvals & Return LOA by 5PM** | **13** |
| **14** | **15**  **1R05 HRIM Lockout**  **1R05 Final Cleanup HR NOON/Ben 5pm**  **1R05 DIP to Payroll by 2pm**  **1X04 Payday** | **16**  **2X10 Man Ck Cutoff NOON**  **2R11 Supervisor Lockout at 5PM**  **1R05 LOCKOUT** | **17**  **2X10 Confirm**  **2R11 Final Cleanup HR/Grad/Ben 5 PM**  **2R11 Timekeeper Lockout at 5pm**  **1R05 LOCKOUT** | **18**  **2X10 Dist. Complete**  **2R11 LOCKOUT/CONFIRM**  **1R05 LOCKOUT**  **1R05 Auth & Supp Pay Approval Rpt to HRIM by 5PM** | **19**  **2X10 Payday**  **1R05 LOCKOUT/CONFIRM** | **20** |
| **21** | **22**  **2R11 Dist. Complete** | **23**  **1R05 Direct Deposit Strip Off Deadline – NOON** | **24**  **2R11 Payday**  **1R05 Dist. Complete** | **25**  **Thanksgiving**  **Holiday** | **26**  **Thanksgiving**  **Holiday** | **27** |
| **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** |