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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** |