

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<h1>December 2022</h1>						
27	28 <b>1R05 Dist. Complete</b>	29 <u>2X11</u> Man Ck Cutoff NOON  <u>2R12</u> Supervisor Lockout at 5PM	30 <u>1R05</u> PAYDAY  <u>2X11</u> Confirm	1 <u>2R12</u> Final Cleanup HR/Grad/Ben 5 PM <u>2R12</u> Timekeeper Lockout at 5pm <b>2X11 Dist. Complete</b> <u>1R06</u> Supervisors/Managers Approve Pending Time by 5PM	2 <u>2X11</u> Payday <u>2R12</u> LOCKOUT <u>1R06</u> CTOD/LWOP by 5pm <u>1R06</u> Timekeeper Approvals & Return LOA by 5PM	3
4	5 <u>2R12</u> LOCKOUT/CONFIRM	6 <u>1R06</u> EHRA/SHRA Actions & Supplemental Pay to HRIM by 5PM	7 <b>2R12 Dist. Complete</b> <u>1R06</u> HRIM Lockout	8 <u>1R06</u> HRIM Lockout <u>1R06</u> Final Cleanup HR NOON/Ben 5pm <u>1R06</u> DIP to Payroll by 2pm	9 <u>2R12</u> Payday <u>1R06</u> LOCKOUT	10
11	12 <u>1R06</u> LOCKOUT <u>2R13</u> Supervisor Lockout at 5PM	13 <u>1R06</u> LOCKOUT <u>1R06</u> Auth & Supp Pay Approval Rpt to HRIM by 5PM <u>2R13</u> Final Cleanup HR/Grad/Ben 5 PM <u>2R13</u> Timekeeper Lockout at 5pm	14 <u>2R13</u> LOCKOUT <u>1R06</u> LOCKOUT/CONFIRM	15 <u>2R13</u> LOCKOUT/CONFIRM	16 <u>1R06</u> Direct Deposit Strip Off Deadline - NOON	17
18	19 <b>2R13 Dist. Complete</b>  <b>1R06 Dist. Complete</b>	20	21 <u>2R13</u> Payday <u>1R06</u> PAYDAY	22	23  <b>Winter Break</b>	24
25	26  <b>Winter Break</b>	27  <b>Winter Break</b>	28  <b>Winter Break</b>	29  <b>Winter Break</b>	30  <b>Winter Break</b>	31

