

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<h1>November 2022</h1>						
30	31 <u>1R04</u> PAYDAY	1 <u>2R10</u> Supervisor Lockout at 5PM <u>2X09</u> Man Ck Cutoff NOON	2 <u>2X09</u> Confirm	3 <u>2R10</u> Final Cleanup HR/Grad/Ben 5 PM <u>2R10</u> Timekeeper Lockout at 5pm <u>2X09</u> Dist. Complete	4 <u>2X09</u> Payday <u>2R10</u> LOCKOUT <u>1X04</u> Off-Cycle Cutoff 5PM	5
6 <u>1R05</u> Supervisors/Managers Approve Pending Time by 5PM	7 <u>2R10</u> LOCKOUT/CONFIRM	8 <u>1X04</u> Confirm	9 <u>1X04</u> Dist. Complete <u>2R10</u> Dist. Complete	10	11 <u>2R10</u> Payday <u>1R05</u> EHRA/SHRA Actions & Supplemental Pay to HRIM by 5PM <u>1R05</u> CTOD/LWOP by 5pm <u>1R05</u> Timekeeper Approvals & Return LOA by 5PM	12
13	14 <u>1R05</u> HRIM Lockout <u>2R11</u> Supervisor Lockout at 5PM	15 <u>1X04</u> Payday <u>1R05</u> HRIM Lockout <u>1R05</u> Final Cleanup HR NOON/Ben 5pm <u>1R05</u> DIP to Payroll by 2pm <u>2X10</u> Man Ck Cutoff NOON <u>2R11</u> Final Cleanup HR/Grad/Ben 5 PM <u>2R11</u> Timekeeper Lockout at 5pm	16 <u>2X10</u> Confirm <u>1R05</u> LOCKOUT <u>2R11</u> LOCKOUT	17 <u>2X10</u> Dist. Complete <u>1R05</u> LOCKOUT <u>2R11</u> LOCKOUT/CONFIRM	18 <u>2X10</u> Payday <u>1R05</u> LOCKOUT <u>1R05</u> Auth & Supp Pay Approval Rpt to HRIM by 5PM	19
20	21 <u>1R05</u> LOCKOUT/CONFIRM <u>2R11</u> Dist. Complete	22	23 <u>2R11</u> Payday <u>1R05</u> Direct Deposit Strip Off Deadline – NOON	24 Thanksgiving Holiday	25 Thanksgiving Holiday	26
27	28 <u>1R05</u> Dist. Complete	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 <u>2X11</u> Dist. Complete <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

