

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<h1>February 2023</h1>						
29	30 2R16 LOCKOUT/ CONFIRM	31 1R07 PAYDAY	1 2R16 Dist. Complete	2	3 2R16 Payday	4
5	6 1X07 Off-Cycle Cutoff 5PM 1R08 Supervisors/ Managers Approve Pending Time by 5PM	7 2X16 Man Ck Cutoff NOON 2R17 Supervisor Lockout at 5PM	8 1X07 Confirm 2X16 Confirm	9 1X07 Dist. Complete 2X16 Dist. Complete 2R17 Final Cleanup HR/Grad/Ben 5 PM 2R17 Timekeeper Lockout at 5pm	10 2X16 Payday 2R17 LOCKOUT 1R08 CTOD/LWOP by 5pm 1R08 Timekeeper Approvals & Return LOA by 5PM	11
12	13 2R17 LOCKOUT/ CONFIRM 1R08 EHRA/SHRA Actions & Supplemental Pay to HRIM by 5PM	14 1R08 HRIM Lockout	15 1X07 Payday 2R17 Dist. Complete 1R08 HRIM Lockout 1R08 Final Cleanup HR NOON/Ben 5pm 1R08 DIP to Payroll by 2pm	16 1R08 LOCKOUT	17 2R17 Payday 1R08 LOCKOUT	18
19	20 1R08 LOCKOUT 1R08 Auth & Supp Pay Approval Rpt to HRIM by 5PM	21 2X17 Man Ck Cutoff NOON 1R08 LOCKOUT/ CONFIRM 2R18 Supervisor Lockout at 5PM	22 2X17 Confirm	23 2X17 Dist. Complete 1R08 Direct Deposit Strip Off Deadline - NOON 2R18 Final Cleanup HR/Grad/Ben 5 PM 2R18 Timekeeper Lockout at 5pm	24 2X17 Payday 1R08 Dist. Complete 2R18 LOCKOUT	25
26	27 2R18 LOCKOUT/ CONFIRM	28 1R08 PAYDAY	1 2R18 Dist. Complete	2	3 2R18 Payday	4