

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<h1>January 2023</h1>					Dec 30	Dec 31 2R14 Supervisor Lockout at 5PM
1 NEW YEAR'S DAY	2 WINTER BREAK 2R14 Final Cleanup HR/Grad/Ben 5 PM 2R14 Timekeeper Lockout at 5pm	3 2R14 LOCKOUT/ CONFIRM	4	5 1X06 Off-Cycle Cutoff 5PM 2R14 Dist. Complete	6 2R14 Payday 1R07 Supervisors/ Managers Approve Pending Time by 5PM	7
8	9 1X06 Confirm	10 1X06 Dist. Complete 2X14 Man Ck Cutoff NOON 2R15 Supervisor Lockout at 5PM	11 2X14 Confirm	12 2X14 Dist. Complete 2R15 Final Cleanup HR/Grad/Ben 5 PM 2R15 Timekeeper Lockout at 5pm	13 2R15 LOCKOUT/ CONFIRM 1X06 Payday 2X14 Payday 1R07 CTOD/LWOP by 5pm 1R07 Timekeeper Approvals & Return LOA by 5PM 1R07 EHRA/SHRA Actions & Supplemental Pay to HRIM by 5PM	14
15	16 MLK Jr. Holiday	17 1R07 HRIM Lockout	18 2R15 Dist. Complete 1R07 HRIM Lockout 1R07 Final Cleanup HR NOON/Ben 5pm 1R07 DIP to Payroll by 2pm	19 1R07 LOCKOUT	20 2R15 Payday 1R07 LOCKOUT	21
22	23 1R07 LOCKOUT 1R07 Auth & Supp Pay Approval Rpt to HRIM by 5PM	24 2X15 Man Ck Cutoff NOON 1R07 LOCKOUT/ CONFIRM 2R16 Supervisor Lockout at 5PM	25 2X15 Confirm	26 2X15 Dist. Complete 1R07 Direct Deposit Strip Off Deadline - NOON 2R16 Final Cleanup HR/Grad/Ben 5 PM 2R16 Timekeeper Lockout at 5pm	27 2X15 Payday 1R07 Dist. Complete 2R16 LOCKOUT	28
29	30 2R16 LOCKOUT/ CONFIRM	31 1R07 PAYDAY	1 2R16 Dist. Complete	2	3 2R16 Payday	4