

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
April 2023						
26	27 <u>2R20 LOCKOUT/</u> <u>CONFIRM</u>	28 <u>1R09</u> Direct Deposit Strip Off Deadline - NOON	29 <u>2R20</u> Dist. Complete <u>1R09</u> Dist. Complete	30	31 <u>1R09</u> PAYDAY <u>2R20</u> Payday	1
2	3	4 <u>2X20</u> Man Ck Cutoff NOON <u>2R21</u> Supervisor Lockout at 5PM	5 <u>2X20</u> Confirm	6 <u>1X09</u> Off-Cycle Cutoff 5PM <u>2R21</u> Final Cleanup HR/Grad/Ben 5 PM <u>2R21</u> Timekeeper Lockout at 5pm <u>1R10</u> Supervisors/ Managers Approve Pending Time by 5PM <u>2X20</u> Dist. Complete	7 <u>2X20</u> Payday <u>2R21</u> LOCKOUT <u>1R10</u> CTOD/LWOP by 5pm	8
9	10 <u>1X09</u> Confirm <u>2R21</u> LOCKOUT/ <u>CONFIRM</u>	11 <u>1X09</u> Dist. Complete	12 <u>2R21</u> Dist. Complete	13 <u>1R10</u> EHRA/SHRA Actions & Supplemental Pay to HRIM by 5PM	14 <u>1X09</u> Payday <u>2R21</u> Payday <u>1R10</u> HRIM Lockout <u>1R10</u> Timekeeper Approvals & Return LOA by 5PM	15
16	17 <u>1R10</u> Final Cleanup HR NOON/Ben 5pm <u>1R10</u> DIP to Payroll by 2pm <u>1R10</u> HRIM Lockout	18 <u>2X21</u> Man Ck Cutoff NOON <u>2R22</u> Supervisor Lockout at 5PM <u>1R10</u> LOCKOUT	19 <u>2X21</u> Confirm <u>1R10</u> LOCKOUT	20 <u>2X21</u> Dist. Complete <u>2R22</u> Final Cleanup HR/Grad/Ben 5 PM <u>2R22</u> Timekeeper Lockout at 5pm <u>1R10</u> Auth & Supp Pay Approval Rpt to HRIM by 5PM <u>1R10</u> LOCKOUT	21 <u>2X21</u> Payday <u>2R22</u> LOCKOUT <u>1R10</u> LOCKOUT/ <u>CONFIRM</u>	22
23	24 <u>2R22</u> LOCKOUT/ <u>CONFIRM</u>	25 <u>1R10</u> Direct Deposit Strip Off Deadline - NOON	26 <u>2R22</u> Dist. Complete <u>1R10</u> Dist. Complete	27	28 <u>2R22</u> Payday <u>1R10</u> PAYDAY	29
30						