

May 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 Submit Paperwork for PR 24	2 Submit Paperwork for PR 24	3 Submit Paperwork for PR 24	4 Submit Paperwork for PR 24	5 Submit Paperwork for PR 24 PR 22 Paychecks Issued – no health deductions	6
7	8 Time Entry Opens for PR 23 Submit Paperwork for PR 24	9 Time Entry Closes for PR 23 at 5pm. Adjustment forms PR 23 and final paperwork due for PR 24 by 4:30pm.	10 Time Entry Correction forms due PR 23. Submit Paperwork for PR 25	11 Submit Paperwork for PR 25	12 Submit Paperwork for PR 25	13 PR 23 Ends
14 PR 24 Starts 05/14/17-05/27/17	15 Submit Paperwork for PR 25	16 Submit Paperwork for PR 25	17 Submit Paperwork for PR 25	18 Submit Paperwork for PR 25	19 Submit Paperwork for PR 25 Paychecks Issued PR 23	20
21	22 One Day Time Entry Opens for PR 24 Adjustment forms PR 24 and final paperwork due for PR 25 by 4:30pm	23 Time Entry Correction forms due PR 24 Submit Paperwork for PR 26	24 Submit Paperwork for PR 26	25 Submit Paperwork for PR 26	26 Submit Paperwork for PR 26	27 PR 24 Ends
28 PR 25 Starts 05/28/17-06/10/17	29 CLOSED Memorial Day 	30 Submit Paperwork for PR 26	31 Submit Paperwork for PR 26			

June 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 Submit Paperwork for PR 26	2 Submit Paperwork for PR 26 PR 24 Paycheck Issued	3
4	5 Time Entry Opens for PR 25 Submit Paperwork for PR 26	6 Time Entry Closes for PR 25 at 5pm. Adjustment forms PR 25 and final paperwork due for PR 26 by 4:30pm	7 Time Entry Correction forms due PR 25. Submit Paperwork for PR 01	8 Submit Paperwork for PR 01	9 Submit Paperwork for PR 01	10 PR 25 Ends
11 PR 26 Starts 06/11/17-06/24/17	12 Submit Paperwork for PR 01	13 Submit Paperwork for PR 01	14 Submit Paperwork for PR 01	15 Submit Paperwork for PR 01	16 Submit Paperwork for PR 01 PR 25 Paycheck Issued Final paperwork due for PR 01 by 4:30pm	17
18	19 Time Entry Opens for PR 26	20 Time Entry Closes for PR 26 at 5pm. Adjustment forms PR 26 due by 4:30pm	21 Time Entry Correction forms due PR 26. Submit Paperwork for PR 02	22 Submit Paperwork for PR 02	23 Submit Paperwork for PR 02	24 PR 26 Ends
25 PR 01 Starts 06/25/17-07/08/17	26 Submit Paperwork for PR 02	27 Submit Paperwork for PR 02	28 Submit Paperwork for PR 02	29 Submit Paperwork for PR 02	30 Time Entry Opens for PR 01 Adjustment forms PR 01 and final paperwork due for PR 02 by 4:30pm	

