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| February | 2019 |
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| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|  |  |  |  |  | 1 | 2 |
|  |  |  |  |  | **Paperwork due for PR18** | **PR 16 Ends** |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| **PR 17 Starts** | **Paperwork due for PR18** | **Paperwork due for PR18** | **Paperwork due for PR18** | **Paperwork due for PR18** | **Paperwork due for PR18**  **PR 16 Paycheck Issued** |  |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
|  | **ONE-DAY TIME ENTRY**  **Time Entry – PR 17 Adjustment forms – PR 17 & final paperwork due for PR18 by 4:30 pm** | **Time Entry Correction forms due PR 18**  **Paperwork due for**  **PR19** | **Paperwork due for PR19** | **Paperwork due for PR19** | **Paperwork due for PR19** | **PR 17 Ends** |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| **PR 18 Starts** | **Paperwork due for PR19** | **Paperwork due for PR19** | **Paperwork due for PR19** | **Paperwork due for PR19** | **Paperwork due for PR19**  **PR 17 Paycheck Issued** |  |
| 24 | 25 | 26 | 27 | 28 |  |  |
|  | **Time Entry – PR 18**  **Paperwork due for PR19** | **Time Entry – PR 18**  **Adjustment forms – PR 18 & final paperwork due for PR19 by 4:30 pm** | **Time Entry Correction forms due PR 18**  **Paperwork due for PR20** | **Paperwork due for PR20** |  |  |

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|  |  |  |  | **Paperwork due for PR20**  **bvbb** | **Paperwork due for PR20** | **PR 18 Ends** |
| 3 | 4 | 5 | 6 | **7** | **8** | **9** |
| **PR 19 Starts** | **Paperwork due for PR20** | **Paperwork due for PR20** | **Paperwork due for PR20** | **Paperwork due for PR20** | **Paperwork due for payroll 20**  **PR 18 Paycheck Issued** |  |
| **10** | **11** | **12** | **13** | **14** | **15** | **16** |
|  | **Time Entry – PR 19**  **Paperwork due for PR20** | **Time Entry – PR 19**  **Adjustment forms – PR 19 & final paperwork due for PR20 by 4:30 pm** | **Time Entry Correction forms due PR 19**  **Paperwork due for PR21** | **Paperwork due for PR21** | **Paperwork due for PR21** | **PR 19 Ends** |
| **17** | **18** | **19** | **20** | **21** | **22** | **23** |
| **PR 20 Starts** | **SPRING BREAK** | **SPRING BREAK** | **Paperwork due for PR21** | **Paperwork due for PR21** | **Paperwork due for PR21**  **PR 19 Paycheck Issued** |  |
| **24/31** | **25** | **26** | **27** | **28** | **29** | **30** |
|  | **Time Entry – PR 20**  **Paperwork due for PR21** | **Time Entry – PR 20**  **Adjustment forms – PR 20 & final paperwork due for PR21 by 4:30 pm** | **Time Entry Correction forms due PR 20**  **Paperwork due for PR22** | **Paperwork due for PR22** | **Paperwork due for PR22** | **PR 20 Ends** |

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| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|  | 1 | 2 | 3 | 4 | 5 | 6 |
|  | **Paperwork due for PR22** | **Paperwork due for PR22** | **Paperwork due for PR22** | **Paperwork due for PR22**  **bvbb** | **Paperwork due for PR22**  **PR 20 Paycheck Issued** |  |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
|  | **Time Entry – PR 21**  **Paperwork due for PR22** | **Time Entry – PR 21**  **Adjustment forms – PR 21 & final paperwork due for payroll 22 by 4:30 pm** | **Time Entry Correction forms due PR 21**  **Paperwork due for PR23** | **Paperwork due for PR23** | **Paperwork due for PR23** | **PR 21 Ends** |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| **PR 22 Starts**  **04/15/18-04/28/18** | **Paperwork due for PR23** | **Paperwork due for PR23** | **Paperwork due for PR23** | **Paperwork due for PR23** | **Paperwork due for PR23**  **PR 21 Paycheck Issued** |  |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
|  | **Time Entry – PR 22**  **Paperwork due for PR23** | **Time Entry – PR 22**  **Adjustment forms – PR 22 & final paperwork due for payroll 23 by 4:30 pm** | **Time Entry Correction forms due PR 22**  **Paperwork due for payroll 24** | **Paperwork due for PR24** | **Paperwork due for PR24** | **PR 22 Ends** |
| 28 | 29 | 30 |  |  |  |  |
| **PR 23 Starts**  **04/29/18-05/12/18** | **Paperwork due for PR24** | **Paperwork due for PR24** |  |  |  |  |

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|  |  |  | 1 | 2 | 3 | 4 |
|  |  |  | **Paperwork due for PR24** | **Paperwork due for PR24**  **bvbb** | **Paperwork due for PR24**  **PR 22 Paycheck Issued** |  |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
|  | **Time Entry – PR 23**  **Paperwork due for PR24** | **Time Entry – PR 23**  **Adjustment forms – PR 23 & final paperwork due for payroll 24 by 4:30 pm** | **Time Entry Correction forms due PR 23**  **Paperwork due for payroll 25** | **Paperwork due for PR25** | **Paperwork due for PR25** | **PR 23 Ends** |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| **PR 24 Starts**  **05/13/18-05/26/18** | **Paperwork due for PR25** | **Paperwork due for PR25** | **Paperwork due for PR25** | **Paperwork due for PR25** | **Paperwork due for PR25**  **PR 23 Paycheck Issued** |  |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
|  | **ONE-DAY TIME ENTRY**  **Time Entry – PR 24**  **Adjustment forms – PR 24 & final paperwork due for payroll 25 by 4:30 pm** | **Time Entry Correction forms due PR 24**  **Paperwork due for payroll 26** | **Paperwork due for PR26** | **Paperwork due for PR26** | **Paperwork due for PR26** | **PR 24 Ends** |
| 26 | 27 | 28 | 29 | 30 | 31 |  |
| **PR 25 Starts**  **05/27/18-06/09/18** | **Campus Closed** | **Paperwork due for PR26** | **Paperwork due for PR26** | **Paperwork due for PR26** | **Paperwork due for PR26**  **PR 24 Paycheck Issued** |  |

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|  |  |  |  | bvbb |  |  |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
|  | **Time Entry – PR 25**  **Paperwork due for PR26** | **Time Entry – PR 25**  **Adjustment forms – PR 25 & final paperwork due for payroll 26 by 4:30 pm** | **Paperwork due for PR01** | **Paperwork due for PR01** | **Paperwork due for PR01** | **PR 25 Ends** |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| **PR 26 Starts**  **06/10/18-06/23/18** | **Paperwork due for PR01** | **Paperwork due for PR01** | **Paperwork due for PR01** | **Paperwork due for PR01** | **Paperwork due for PR01**  **PR 25 Paycheck Issued** |  |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
|  | **Time Entry – PR 26**  **Paperwork due for PR01** | **Time Entry – PR 26**  **Adjustment forms – PR 26 & final paperwork due for payroll 01 by 4:30 pm** | **Paperwork due for PR02** | **Paperwork due for PR02** | **Paperwork due for PR02** | **PR 26 Ends** |
| 23/30 | 24 | 25 | 26 | 27 | 28 | 29 |
| **PR 01 Starts**  **06/24/18-07/07/18** | **Paperwork due for PR02** | **Paperwork due for PR02** | **Paperwork due for PR02** | **Paperwork due for PR02** | **Paperwork due for PR02**  **PR 26 Paycheck Issued** |  |