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| November | 2019 |
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| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|  |  |  |  |  | 1 | 2 |
|  |  |  |  |  | **Paperwork due for PR11**  **PR 09 Paycheck Issued** |  |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
|  | **Time Entry – PR 10**  **Paperwork due for PR11** | **Time Entry Closes – PR 10 @ 7pm**  **Adjustment Forms – PR 10 & final paperwork due for payroll 11 by 4:30pm** | **Time Entry Correction forms due PR 10**  **Paperwork due for PR12** | **Paperwork due for PR12** | **Paperwork due for PR12** | **PR 10 Ends** |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| **PR 11 Starts**  **11/10/19-11/23/19** | **Paperwork due for PR12** | **Paperwork due for PR12** | **Paperwork due for PR12** | **Paperwork due for PR12** | **Paperwork due for PR10**  **PR 10 Paycheck Issued** |  |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
|  | **ONE DAY Time Entry – PR 11 close @ 7PM**  **Adjustment Forms – PR 11 & final paperwork due for payroll 12 by 4:30pm** | **Time Entry Correction forms due PR 11**  **Paperwork due for**  **PR 13 & 14** | **Paperwork due for**  **PR 13&14** | **Paperwork due for**  **PR 13&14** | **Paperwork due for PR 13&14** | **PR 11 Ends** |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| **PR 12 Starts**  **11/24/19-12/07/19** | **Paperwork due for PR 13&14** | **Paperwork due for PR 13&14** | **Paperwork due for PR 13&14**  **PR 11 Paycheck Issued** | **HOLIDAY** | **HOLIDAY** |  |

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| December | 2019 |
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| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
|  | **Time Entry – PR 12**  **Paperwork due for PR 13&14** | **Time Entry Closes – PR 12 @ 7pm**  **Adjustment Forms – PR 12 & final paperwork due for**  **PR 13 & 14 by 4:30pm** | **Paperwork due for PR15** | **Paperwork due for PR15**  bvbb | **Paperwork due for PR15** | **PR 12 Ends** |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| **PR 13 Starts**  **12/08/19 – 12/21/19** | **Paperwork due for PR15** | **Paperwork due for PR15** | **Paperwork due for PR15** | **Paperwork due for PR15** | **Paperwork due for**  **PR 15**  **PR 12 Paycheck Issued** |  |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
|  | **ONE DAY Time Entry – PR 13 close @ 7PM**  **Adjustment Forms – PR 13 due by 4:30pm** | **Time Entry Correction forms due PR 13**  **Paperwork due for PR15** | **Paperwork due for PR15** | **Paperwork due for PR15** | **Paperwork due for PR15** | **PR 13 Ends** |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| **PR 14 Starts**  **12/22/19-01/04/20** | **Paperwork due for**  **PR 15** | **UMBC CLOSED**  July 5th Holiday  (Observance) | **UMBC CLOSED** | **UMBC CLOSED**  President’s Day  (Observance) | **UMBC CLOSED**  Columbus Day  (Observance)  **PR 13 Paycheck Issued** |  |
| 29 | 30 | 31 |  |  |  |  |
|  | **UMBC CLOSED**  Veteran’s Day  (Observance) | **UMBC CLOSED**  University Holiday |  |  |  |  |

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| **January** | **2020** |
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| **Sunday** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday** |
|  |  |  | 1 | 2 | 3 | 4 |
|  |  |  | **UMBC CLOSED** | **Time Entry Opens PR-14**  **ONE DAY (closes @7PM)**  **Adjustment forms for PR 14 and final paperwork due for PR 15 by 4:30pm**  bvbb | **Time Entry Correction forms due PR 15 by 10 AM**  **Paperwork due for PR 16** | **PR 14 Ends** |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| **PR 15 Starts**  **01/05/20-01/18/20** | **Paperwork due for**  **PR 16** | **Paperwork due for**  **PR 16** | **Paperwork due for**  **PR 16** | **Paperwork due for**  **PR 16** | **Paperwork due for**  **PR 16**  **PR 14 Paycheck Issued** |  |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
|  | **Time Entry Opens PR-15**  **ONE DAY (closes @7PM)**  **Adjustment forms for PR 15 and final paperwork due for PR 16 by 4:30pm** | **Time Entry Correction forms due PR 16**  **Paperwork due for PR 17** | **Paperwork due for**  **PR 17** | **Paperwork due for**  **PR 17** | **Paperwork due for**  **PR 17** | **PR 15 Ends** |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| **PR 16 Starts**  **01/19/20-02/01/20** | **UMBC CLOSED**  Image result for mlk day calendar images | **Paperwork due for**  **PR 17** | **Paperwork due for**  **PR 17** | **Paperwork due for**  **PR 17** | **Paperwork due for**  **PR 17**  **PR 15 Paycheck Issued** |  |
| 26 | 27 | 28 | 29 | 30 | 31 |  |
|  | **Time Entry Opens PR-16**  **Paperwork due for PR 17** | **Time Entry Closes –**  **PR-16 @ 7pm**  **Adjustment Forms – PR 16 & final paperwork due for payroll 17 by 4:30pm** | **Paperwork due for**  **PR 18** | **Paperwork due for**  **PR 18** | **Paperwork due for**  **PR 18** |  |