




April 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3 BIW PAYDAY	4	5 BIW employees submit timesheets	6
7	8 Timekeepers review BIW timesheets	9 Approve BIW payable time 04/06/2019	10	11 Final Calc BIW 190406	12 MON employees submit timesheets Run EDR Report	13
14 <i>Palm Sunday</i> 	15 Timekeepers review MON timesheets TAX DAY	16 Approve MON payable time 04/30/2019	17 BIW PAYDAY	18 Final Calc R1904 & M1904	19 BIW employees submit timesheets Run EDR Report <i>Good Friday</i> 	20
21 <i>Easter Sunday</i> 	22 Timekeepers review BIW timesheets	23 Approve BIW payable time 04/20/2019	24 <i>Administrative Professionals Day</i> 	25 Final Calc BIW 190420	26 Run EDR Report <i>Celebrate Arbor Day</i> 	27
28	29	30 MON-RET PAYDAY				