

January 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 New Year's Day HOLIDAY HAPPY NEW YEAR 	2 Timekeepers review BIW timesheets Approve BIW payable time 12/29/2018	3 Final Calc BIW 181229	4 Run EDR Report	5 
6	7	8	9 BIW PAYDAY	10	11 BIW employees submit timesheets	12
13	14 Timekeepers review BIW timesheets	15 Approve BIW payable time 01/12/2019	16	17 Final Calc BIW 190112 MON employees submit timesheets	18 Run EDR Report Timekeepers review MON timesheets	19
20	21 Martin Luther King HOLIDAY 	22 Approve MON payable time 01/31/2019 Back-to-School 	23 BIW PAYDAY	24 Final Calc R1901 & M1901	25 BIW employees submit timesheets Run EDR Report	26
27	28 Timekeepers review BIW timesheets	29 Approve BIW payable time 01/26/2019	30	31 Final Calc BIW 190126 MON-RET PAYDAY		