

# HR/Payroll Processing/Deadline Calendar

## February 2017

February 2017							March 2017						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4				1	2	3	4
5	6	7	8	9	10	11	5	6	7	8	9	10	11
12	13	14	15	16	17	18	12	13	14	15	16	17	18
19	20	21	22	23	24	25	19	20	21	22	23	24	25
26	27	28					26	27	28	29	30	31	

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Jan 30	31	Feb 1 Weekly Pay Day	2 3:00pm Weekly Time Approval 5:00pm Weekly RAP Approval	3 Weekly Payroll Processed 4:00pm Weekly iJANs Due
6 5:00pm Semi Time Approval	7 Weekly Time Input Begins	8 Weekly Pay Day	9 3:00pm Weekly Time Approval 4:00pm Semi iJANs Due 5:00pm Weekly RAP Approval	10 Weekly Payroll Processed 4:00pm Weekly iJANs Due 5:00pm Semi RAP Approval
13 Semi Payroll Processed	14 Weekly Time Input Begins	15 Semi Pay Day Semi Time Input Begins Weekly Pay Day	16 3:00pm Weekly Time Approval 5:00pm Weekly RAP Approval	17 Weekly Payroll Processed 4:00pm Weekly iJANs Due
20	21 Weekly Time Input Begins 4:00pm Semi iJANs Due 5:00pm Semi Time Approval	22 Weekly Pay Day 5:00pm Semi RAP Approval	23 Semi Payroll Processed 3:00pm Weekly Time Approval 5:00pm Weekly RAP Approval	24 Weekly Payroll Processed 4:00pm Weekly iJANs Due
27	28 Semi Pay Day Semi Time Input Begins Weekly Time Input Begins	Mar 1	2	3