

HR/Payroll Processing/Deadline Calendar

March 2017

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

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Feb 27	28	Mar 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 5:00pm Semi Time Approval	22 Weekly Pay Day	23 3:00pm Weekly Time Approval 5:00pm Weekly RAP Approval	24 Weekly Payroll Processed 4:00pm Weekly iJANs Due
27 4:00pm Semi iJANs Due	28 Weekly Time Input Begins 5:00pm Semi Rap Approval	29 Semi Payroll Processed Weekly Pay Day	30 3:00pm Weekly Time Approval 5:00pm Weekly RAP Approval	31 Semi Pay Day Semi Time Input Begins Weekly Payroll Processed 4:00pm Weekly iJANs Due