

HR/Payroll Processing/Deadline Calendar

May 2017

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

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

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
May 1 	2 Weekly Time Input Begins	3 Weekly Pay Day	4 3:00pm Weekly Time Approval 5:00pm Semi Time Approval 5:00pm Weekly RAP Approval	5 Weekly Payroll Processed 4:00pm Weekly iJANs Due
8 4:00pm Semi iJANs Due	9 Weekly Time Input Begins 5:00pm Semi Rap Approval	10 Semi Payroll Processed Weekly Pay Day	11 3:00pm Weekly Time Approval 5:00pm Weekly RAP Approval	12 Weekly Payroll Processed 4:00pm Weekly iJANs Due
15 Semi Pay Day Semi Time Input Begins	16 Weekly Time Input Begins	17 Weekly Pay Day	18 3:00pm Weekly Time Approval 5:00pm Weekly RAP Approval	19 Weekly Payroll Processed 4:00pm Weekly iJANs Due 5:00pm Semi Time Approval
22	23 Weekly Time Input Begins 4:00pm Semi iJANs Due	24 Weekly Pay Day 5:00pm Semi Rap Approval	25 Semi Payroll Processed 3:00pm Weekly Time Approval 5:00pm Weekly RAP Approval	26 Weekly Payroll Processed 10:00am Weekly iJANs Due
29 HOLIDAY	30 Weekly Time Input Begins	31 Semi Pay Day Semi Time Input Begins Weekly Pay Day	Jun 1	2