

HR/Payroll Processing/Deadline Calendar

December 2017

December 2017							January 2018						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
					1	2		1	2	3	4	5	6
3	4	5	6	7	8	9	7	8	9	10	11	12	13
10	11	12	13	14	15	16	14	15	16	17	18	19	20
17	18	19	20	21	22	23	21	22	23	24	25	26	27
24	25	26	27	28	29	30	28	29	30	31			
31													

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Nov 27	28	29	30	Dec 1 <div style="border: 1px solid black; padding: 2px; margin-bottom: 2px;">Weekly Payroll Processed</div> <div style="border: 1px solid black; padding: 2px;">4:00pm Weekly iJANs Due</div>
4	5 <div style="border: 1px solid black; padding: 2px;">Weekly Time Input Begins</div>	6 <div style="border: 1px solid black; padding: 2px;">Weekly Pay Day</div> <div style="border: 1px solid black; padding: 2px;">5:00pm Semi Time Approval</div>	7 <div style="border: 1px solid black; padding: 2px;">3:00pm Weekly Time Approval</div> <div style="border: 1px solid black; padding: 2px;">5:00pm Weekly RAP Approval</div>	8 <div style="border: 1px solid black; padding: 2px;">Weekly Payroll Processed</div> <div style="border: 1px solid black; padding: 2px;">4:00pm Weekly iJANs Due</div>
11 <div style="border: 1px solid black; padding: 2px;">4:00pm Semi iJANs Due</div>	12 <div style="border: 1px solid black; padding: 2px;">Weekly Time Input Begins</div> <div style="border: 1px solid black; padding: 2px;">5:00pm Semi Rap Approval</div>	13 <div style="border: 1px solid black; padding: 2px;">Semi Payroll Processed</div> <div style="border: 1px solid black; padding: 2px;">Weekly Pay Day</div>	14 <div style="border: 1px solid black; padding: 2px;">3:00pm Weekly Time Approval</div> <div style="border: 1px solid black; padding: 2px;">5:00pm Weekly RAP Approval</div>	15 <div style="border: 1px solid black; padding: 2px;">Semi Pay Day</div> <div style="border: 1px solid black; padding: 2px;">Semi Time Input Begins</div> <div style="border: 1px solid black; padding: 2px;">Weekly Payroll Processed</div> <div style="border: 1px solid black; padding: 2px;">4:00pm Weekly iJANs Due</div>
18	19 <div style="border: 1px solid black; padding: 2px;">Weekly Time Input Begins</div> <div style="border: 1px solid black; padding: 2px;">4:00pm Semi iJANs Due</div>	20 <div style="border: 1px solid black; padding: 2px;">Weekly Pay Day</div> <div style="border: 1px solid black; padding: 2px;">5:00pm Semi Rap Approval</div> <div style="border: 1px solid black; padding: 2px;">5:00pm Semi Time Approval</div>	21 <div style="border: 1px solid black; padding: 2px;">Semi Payroll Processed</div> <div style="border: 1px solid black; padding: 2px;">3:00pm Weekly Time Approval</div> <div style="border: 1px solid black; padding: 2px;">5:00pm Weekly RAP Approval</div>	22 <div style="border: 1px solid black; padding: 2px;">Weekly Payroll Processed</div> <div style="border: 1px solid black; padding: 2px;">10:00am Weekly iJANs Due</div>
25 <div style="border: 1px solid black; padding: 2px;">HOLIDAY</div>	26 <div style="border: 1px solid black; padding: 2px;">HOLIDAY</div> <div style="border: 1px solid black; padding: 2px;">Weekly Time Input Begins</div>	27 <div style="border: 1px solid black; padding: 2px;">GREEN DAY</div> <div style="border: 1px solid black; padding: 2px;">Weekly Pay Day</div> <div style="border: 1px solid black; padding: 2px;">Weekly Time Input Available</div>	28 <div style="border: 1px solid black; padding: 2px;">GREEN DAY</div> <div style="border: 1px solid black; padding: 2px;">3:00pm Weekly Time Approval</div> <div style="border: 1px solid black; padding: 2px;">5:00pm Weekly RAP Approval</div>	29 <div style="border: 1px solid black; padding: 2px;">GREEN DAY</div> <div style="border: 1px solid black; padding: 2px;">Semi Pay Day</div> <div style="border: 1px solid black; padding: 2px;">Weekly Payroll Processed</div> <div style="border: 1px solid black; padding: 2px;">10:00am Weekly iJANs Due</div>