

June 2009

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1 PR 25 Time Entry & Approval (Exceptions, hourly pay and leave usage for PR 24) Submit paperwork for PR 26	2 Time Entry Closes Adjustment Forms Due Submit paperwork for PR26	3 Final Paperwork Due- PR 26 Correction forms Due	4 Start Submitting Paperwork for PR 1	5 Print Timesheets for PR 26 Submit Paperwork for PR 1	6 PR 25 Ends
7 PR 26 Starts 6/7/2009- 6/20/2009	8 Submit Paperwork for PR 1	9 Submit Paperwork for PR 1	10 Submit Paperwork for PR 1	11 Submit Paperwork for PR 1	12 PR 25 Paychecks Issued Submit Paperwork for PR 1	13
14	15 PR 26 Time Entry & Approval (Exceptions, hourly pay and leave usage for PR 25) Submit paperwork for PR 1	16 Time Entry Closes Adjustment Forms Due Submit paperwork for PR 1	17 Final Paperwork Due- PR 1 Correction forms Due	18 Start Submitting Paperwork for PR 2	19 Print Timesheets for PR 1 Submit Paperwork for PR 2	20 PR 26 Ends
21 PR 1 Starts 6/21/2009- 7/4/2009	22 Submit Paperwork for PR 2	23 Submit Paperwork for PR 2	24 Submit Paperwork for PR 2	25 Submit Paperwork for PR 2	26 PR 26 Paychecks Issued Submit Paperwork for PR 2	27
28	29 One Day Time Entry PR 1 Time Entry & Approval (Exceptions, hourly pay and leave usage for PR 26) Submit paperwork for PR 2	30 Adjustment Forms Due Submit paperwork for PR 2				

July 2009

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SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1 Final Paperwork Due- PR 2 Correction forms Due	2 Print Timesheets for PR 2 Start Submitting Paperwork for PR 3	3 CLOSED	4 PR 01 Ends 
5 PR 2 Starts 7/5/2009 - 7/18/2009	6 Submit Paperwork for PR 3	7 Submit Paperwork for PR 3	8 Submit Paperwork for PR 3	9 Submit Paperwork for PR 3	10 PR 1 Paychecks Issued Submit Paperwork for PR 3	11
12	13 PR 2 Time Entry & Approval (Exceptions, hourly pay and leave usage for PR 1) Submit paperwork for PR 3	14 Time Entry Closes Adjustment Forms Due Submit paperwork for PR 3	15 Final Paperwork Due- PR 3 Correction forms Due	16 Start Submitting Paperwork for PR 4	17 Print Timesheets for PR 3 Submit Paperwork for PR 4	18 PR 02 Ends
19 PR03 Starts 7/19/2009 – 8/1/2009	20 Submit Paperwork for PR 4	21 Submit Paperwork for PR 4	22 Submit Paperwork for PR 4	23 Submit Paperwork for PR 4	24 PR 2 Paychecks Issued Submit Paperwork for PR 4	25
26	27 PR 3 Time Entry & Approval (Exceptions, hourly pay and leave usage for PR 2) Submit paperwork for PR 4	28 Time Entry Closes Adjustment Forms Due Submit paperwork for PR 4	29 Final Paperwork Due- PR 4 Correction forms Due	30 Start Submitting Paperwork for PR 5	31 Print Timesheets for PR 4 Submit Paperwork for PR 5	

August 2009

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1 PR03 Ends
2 PR04 Starts 08/2/2009 – 08/15/2009	3 Submit Paperwork for PR 5	4 Submit Paperwork for PR 5	5 Submit Paperwork for PR 5	6 Submit Paperwork for PR 5	7 PR 3 Paychecks Issued Submit Paperwork for PR 5	8
9	10 PR 4 Time Entry & Approval (Exceptions, hourly pay and leave usage for PR 3) Submit paperwork for PR 5	11 Time Entry Closes Adjustment Forms Due Submit paperwork for PR 5	12 Final Paperwork Due- PR 5 Correction forms Due	13 Start Submitting Paperwork for PR 6	14 Print Timesheets for PR 5 Submit Paperwork for PR 6	15 PR04 Ends
16 PR05 Starts 08/16/2009 – 08/29/2009	17 Submit Paperwork for PR 6	18 Submit Paperwork for PR 6	19 Submit Paperwork for PR 6	20 Submit Paperwork for PR 6	21 PR 4 Paychecks Issued Submit Paperwork for PR 6	22
23	24 PR 5 Time Entry & Approval (Exceptions, hourly pay and leave usage for PR 4) Submit paperwork for PR 6	25 Time Entry Closes Adjustment Forms Due Submit paperwork for PR 6	26 Final Paperwork Due- PR 6 Correction forms Due	27 Start Submitting Paperwork for PR 7	28 Print Timesheets for PR 6 Submit Paperwork for PR 7	29 PR 05 Ends
30 PR 06 Starts 08/30/2009 – 09/12/2009	31 Submit Paperwork for PR 7					

September 2009

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1 Submit Paperwork for PR 7	2 Submit Paperwork for PR 7	3 Submit Paperwork for PR 7	4 PR 5 Paychecks Issued Submit Paperwork for PR 7	5
6	7 Labor Day-Closed	8 One Day Time Entry PR 6 Time Entry & Approval (Exceptions, hourly pay and leave usage for PR 5) Submit paperwork for PR 7 Adjustment Forms Due	9 Final Paperwork Due- PR 7 Correction forms Due	10 Start Submitting Paperwork for PR 8	11 Print Timesheets for PR 7 Submit Paperwork for PR 8	12 PR06 Ends
13 PR 07 Starts 9/13/2009 – 9/26/2009	14 Submit Paperwork for PR 8	15 Submit Paperwork for PR 8	16 Submit Paperwork for PR 8	17 Submit Paperwork for PR 8	18 PR 6 Paychecks Issued Submit Paperwork for PR 8	19
20	21 PR 7 Time Entry & Approval (Exceptions, hourly pay and leave usage for PR 6) Submit paperwork for PR 8	22 Time Entry Closes Adjustment Forms Due Submit paperwork for PR 8	23 Final Paperwork Due- PR 8 Correction forms Due	24 Start Submitting Paperwork for PR 9	25 Print Timesheets for PR 8 Submit Paperwork for PR 9	26 PR07 Ends
27 PR 08 Starts 9/27/2009 – 10/10/2009	28 Submit Paperwork for PR 9	29 Submit Paperwork for PR 9	30 Submit Paperwork for PR 9			

October 2009

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1 Submit Paperwork for PR 9	2 PR 7 Paychecks Issued Submit Paperwork for PR 9	3
4	5 One Day Time Entry PR 8 Time Entry & Approval (Exceptions, hourly pay and leave usage for PR 7) Submit paperwork for PR 9	6 Adjustment Forms Due Submit Paperwork for PR 9	7 Final Paperwork Due- PR 9 Correction forms Due	8 Start Submitting Paperwork for PR 10	9 Print Timesheets for PR 9 Submit Paperwork for PR 10	10 PR08 Ends
11 PR 09 Starts 10/11/2009 – 10/24/2009	12 Submit Paperwork for PR 10	13 Submit Paperwork for PR 10	14 Submit Paperwork for PR 10	15 Submit Paperwork for PR 10	16 PR 8 Paychecks Issued Submit Paperwork for PR 10	17
18	19 PR 9 Time Entry & Approval (Exceptions, hourly pay and leave usage for PR 8) Submit paperwork for PR 10	20 Time Entry Closes Adjustment Forms Due Submit paperwork for PR 10	21 Final Paperwork Due- PR 10 Correction forms Due	22 Start Submitting Paperwork for PR 11	23 Print Timesheets for PR 10 Submit Paperwork for PR 11	24 PR09 Ends
25 PR10 Starts 10/25/2009 – 11/7/2009	26 Submit Paperwork for PR 11	27 Submit Paperwork for PR 11	28 Submit Paperwork for PR 11	29 Submit Paperwork for PR 11	30 PR 9 Paychecks Issued Submit Paperwork for PR 11	31