

December 2006

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6	7	8	9
10	11	12	13 HR Noon deadline for 1/5/07 pay day	14	15 Confirm Payroll for 12/22 pay day	16
17	18 Final pay list avail for the 12/22/06 pay day	19 (1)Prelim Pay Lists avail until 12/21 for 1/5. (2) EMG CK REQ by noon for 12/22	20 (1) Print Earnings Stmt with 2006 YTD Totals (2) Last day enter time for 1/5/07 pay day	21 (1) Approve Time by 9 a.m. for 1/5 payday. (2) Distribution Entered by noon (3) Confirm PR	22 Pay Day Final Pay List for 1/5 Pay Day	23
24	25 Christmas Holiday	26 Personal Lv Day	27 Personal Lv Day	28 Personal Lv Day	29 Personal Lv Day	30
31	January 1 New Year Holiday	2 Noon Deadline, for Emerg Ck request for 1/5 Pay Day	3	4	5 Pay Day	