

October 2021

Pay Periods: 1 -15 and 16 - 31

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
					Week 1	
3	4	5	6	7	8	9
			<p style="color: orange; font-weight: bold;">Pay Sheet Creation</p> <p style="color: green; font-weight: bold;">Renew Pay Contracts</p>	<p style="color: green; font-weight: bold;">Finalize Absence Load TL</p>	<p style="color: green; font-weight: bold;">Pay Register Available for Review</p>	
Week 2						
10	11	12	13	14	15	16
		<p style="color: brown; font-weight: bold;">Pay Confirm</p>	<p style="color: green; font-weight: bold;">HE Actuals Available</p> <p style="color: green; font-weight: bold;">Leave Reports Available</p>	<p style="color: green; font-weight: bold;">Gross/Fringe Available</p>	<p style="color: red; font-weight: bold;">Pay Day</p>	
Week 3						Week 1
17	18	19	20	21	22	23
			<p style="color: orange; font-weight: bold;">Pay Sheet Creation</p> <p style="color: green; font-weight: bold;">Renew Pay Contracts</p>	<p style="color: green; font-weight: bold;">Finalize Absence Load TL</p>	<p style="color: green; font-weight: bold;">Pay Register Available for Review</p>	
Week 2						
24	25	26	27	28	29	30
		<p style="color: brown; font-weight: bold;">Pay Confirm</p>	<p style="color: green; font-weight: bold;">HE Actuals Available</p> <p style="color: green; font-weight: bold;">Leave Reports Available</p>	<p style="color: green; font-weight: bold;">Gross/Fringe Available</p>	<p style="color: red; font-weight: bold;">Pay Day</p>	
Week 3						
31						
						
Week 1						