

FEBRUARY

TIMEKEEPING WORK SCHEDULE

2009

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3	4	5	6 Complete Timesheet New Timesheets avail. Per: 02/08/09 - 02/21/09 BW/HR Payday	7 Pay Period End
8 Timesheets available for approval	9 Approvals Supervisor - Processors	10 Approvals Supervisor - Processors	11 All TIME approvals completed by 3pm today. TIME EXTRACT-3pm	12 TIME hours roll to payroll vouch. * Review your voucher by 12:00 noon cutoff & make any corrections.	13	14
15	16	17	18	19	20 Complete Timesheet New Timesheets avail. Per: 02/22/09 - 03/07/09 BW/HR Payday	21 Pay Period End
22 Timesheets available for approval	23 Approvals Supervisor - Processors	24 Approvals Supervisor - Processors	25 All TIME approvals completed by 3pm today. TIME EXTRACT-3pm	26 TIME hours roll to payroll vouch. * Review your voucher by 12:00 noon cutoff & make any corrections.	27	28