December 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 Biweekly 24 pay date Retro Costing Processing	**2**
3	**4**	**5** Biweekly 25 Change Request Deadline Biweekly 26 New Hire Deadline	**6**	**7**	**8** Retro Costing Processing	**9** Biweekly 25 Period End Date (Time card entry Deadline end of day)
10	**11** Biweekly 25 Time Card Approval Deadline @ Noon **December Monthly New Hire Deadline** **December Monthly Data Entry Deadline**	**12**	**13**	**14**	**15** Biweekly 25 pay date	**16**

17	18	19	20	21	22	23
		Biweekly 26 Change Request Deadline Biweekly 1 New Hire Deadline		Biweekly 26 Time card entry and approval Deadline **for employees <u>not</u> working 12/22 or 12/23 December Monthly Pay Date	 **HOLIDAY**	Biweekly 26 Period End Date (Time card entry Deadline end of day)
24	25	26	27	28	29	30
	Biweekly 26 Time Card Approval Deadline **Manager approvals can be entered as soon as employees have submitted timecards** **HOLIDAY**	**HOLIDAY**	**HOLIDAY**	**HOLIDAY**	Biweekly 26 pay date **HOLIDAY**	
31						
	HOLIDAY	**HOLIDAY**				