<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
</table>
| **December BIW Pay Periods**  
11/19-12/2  
12/3-12/16  
12/17-12/30  
12/31-1/13 | *MON Pay Day Tentative | | | |
| **December 2017** | | | | |
| **BIW** Payroll Processing Begins  
(PPE 12/2/17) | **BIW** Final Approval & Deduct  
Feeder Deadline  
(PPE 12/2/17) | **BIW** Pay Day  
(PPE 12/2/17) | **BIW** Final Approval & Deduct  
Feeder Deadline  
(PPE 12/31/17) | **BIW** Pay Day  
(PPE 12/16/17) |
| **BIW** Payroll Processing Begins  
(PPE 12/16/17) | **BIW** Final Approval & Deduct  
Feeder Deadline  
(PPE 12/16/17) | **BIW** Final Approval & Deduct  
Feeder Deadline  
(PPE 12/2/17) | **BIW** Final Approval & Deduct  
Feeder Deadline  
(PPE 12/16/17) | **BIW** Final Approval & Deduct  
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(PPE 12/16/17) | **BIW** Final Approval & Deduct  
Feeder Deadline  
(PPE 12/16/17) | **BIW** Final Approval & Deduct  
Feeder Deadline  
(PPE 12/16/17) |
| **BIW** Payday  
(PPE 12/2/17) | **BIW** Pay Day  
(PPE 12/16/17) | **BIW** Pay Day  
(PPE 12/16/17) | **BIW** Pay Day  
(PPE 12/16/17) | **BIW** Pay Day  
(PPE 12/16/17) |
| **BIW** Pay Day  
(PPE 12/2/17) | **BIW** Pay Day  
(PPE 12/16/17) | **BIW** Pay Day  
(PPE 12/16/17) | **BIW** Pay Day  
(PPE 12/16/17) | **BIW** Pay Day  
(PPE 12/16/17) |
| **BIW** Pay Day  
(PPE 12/30/17) | **BIW** Pay Day  
(PPE 12/30/17) | **BIW** Pay Day  
(PPE 12/30/17) | **BIW** Pay Day  
(PPE 12/30/17) | **BIW** Pay Day  
(PPE 12/30/17) |
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(PPE 12/30/17) | **BIW** Pay Day  
(PPE 12/30/17) | **BIW** Pay Day  
(PPE 12/30/17) | **BIW** Pay Day  
(PPE 12/30/17) | **BIW** Pay Day  
(PPE 12/30/17) |

**VGP** – View Gross Pay  
**Final Approval** – All T&L hours to be approved  
**Confirm** – Final Calc and final T&L Load  
**Approval Lockout** – No access to Approve Payable Time until confirm is complete

**Off-Cycle Payment Processing Days:**  
4, 5, 11, 13, 18, 19, 27

- **1** Submit BIW PPE 12/2/17  
  Timesheets  
  **BIW** PSHUP & Non-Feeder Deduction Deadline  
  (PPE 12/2/17)

- **4** **BIW** Payroll Processing Begins  
  (PPE 12/2/17)

- **5** **BIW** Final Approval & Deduct  
  Feeder Deadline  
  (PPE 12/2/17)

- **6** Approval Lockout – Noon*  
  **BIW** Confirm – Noon  
  (PPE 12/2/17)

- **7** Approval Lockout – All Day*  
  **BIW** Confirm – Noon  
  (PPE 12/2/17)

- **8** **EDR Review (BIW)**

- **11** **MON** Payroll Processing Begins; PSHUP & Deduction Feeder Deadline  
  (PPE 12/31/17)

- **12** **MON** Final Approval  
  (PPE 12/31/17)

- **13** Approval Lockout – Noon*  
  **BIW** Pay Day  
  (PPE 12/2/17)

- **14** Approval Lockout – All Day*  
  **MON** Confirm – Noon  
  (PPE 12/31/17)

- **15** Submit BIW PPE 12/16/17  
  Timesheets  
  **BIW** PSHUP & Non-Feeder Deduction Deadline  
  (PPE 12/16/17)  
  **EDR Review (MON)**

- **18** **BIW** Payroll Processing Begins  
  (PPE 12/16/17)

- **19** **BIW** Final Approval & Deduct  
  Feeder Deadline  
  (PPE 12/16/17)

- **20** Approval Lockout – Noon*  
  **BIW** Confirm – Noon  
  (PPE 12/16/17)

- **21** Approval Lockout – All Day*  
  **BIW** Confirm – Noon  
  (PPE 12/16/17)

- **22** **EDR Review (BIW)**

- **25** Holiday  
  (Christmas)

- **26**

- **27** **BIW** Pay Day  
  (PPE 12/16/17)

- **28**

- **29** Submit BIW PPE 12/30/17  
  Timesheets  
  **BIW** PSHUP & Non-Feeder Deduction Deadline  
  (PPE 12/30/17)