<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>December BIW Pay Periods</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11/22 – 12/5</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>12/6 – 12/19</td>
<td>BIW Pay Day</td>
<td>Approval lockout – noon*</td>
<td>BIW Confirm - noon</td>
<td>Submit BIW PPE 12/5 Timesheets</td>
</tr>
</tbody>
</table>

**December 2015**

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>December BIW Pay Periods</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11/22 – 12/5</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>12/6 – 12/19</td>
<td>BIW Pay Day</td>
<td>Approval lockout – noon*</td>
<td>BIW Confirm - noon</td>
<td>Submit BIW PPE 12/5 Timesheets</td>
</tr>
</tbody>
</table>

**Off-cycle Payment Processing Days:**
1, 2, 4, 7, 8, 14, 16, 22, 29, 30

---

**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

---

**Monday**
**TA starts running**
**PUSHUP deadline** (PPE 12/31/15)
**VGP Available**

**Tuesday**
**BIW Available**

**Thursday**
**BIW Pay Day** (PPE 12/19/15)

**Friday**
**Holiday**
(Christmas)

---

**Monday**
**BIW Pay Day** (PPE 12/19/15)

---

**Monthly Paid Hourly Reporting Period**
11/15 – 12/12

---

**BIW Available**
**Edit Reports Begin** (PPE 12/19/15)

---

**EDI Review (BIW)**

---

**EDI Review (MON)**

---

**EDI Review (BIW)**