## December 2020

### Payroll Processing Begins – Time Admin (TA) starts running, Edit Reports begin, and View Gross Pay (VGP) available

### 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

#### December BIW Pay Periods

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/29-12/12</td>
<td>12/13-12/26</td>
<td>12/27-1/9</td>
<td>12/12-12/26</td>
<td>12/27-1/9</td>
</tr>
</tbody>
</table>

### BIW Pay Day

- **BIW** Final Approval & Parking/Dining Deduction Deadline (PPE 11/28/20)
- **BIW** Confirmed – Noon (PPE 11/28/20)

### Off-Cycle Payment Processing Days: Monday and Wednesday Each Week

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
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<th>Thursday</th>
<th>Friday</th>
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<td>3</td>
<td>4</td>
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</tbody>
</table>

#### BIW & MON Leave Accruals

- Granted 11/23 & 11/30
- **EDR Review (BIW)**

#### BIW Pay Day

- **BIW** Final Approval & Parking/Dining Deduction Deadline (PPE 12/31/20)
- **BIW** Confirmed – Noon (PPE 12/31/20)

### BIW Pay Day

- **BIW** Final Approval & Parking/Dining Deduction Deadline (PPE 12/26/20)
- **BIW** Confirmed – Noon (PPE 12/26/20)

### Winter Break

- **BIW** Payroll Processing Begins (PPE 12/26/20)

#### BIW Pay Day

- **BIW** Final Approval & Parking/Dining Deduction Deadline (PPE 12/26/20)
- **BIW** Confirmed – Noon (PPE 12/26/20)

#### BIW Pay Day

- **BIW** Final Approval & Parking/Dining Deduction Deadline (PPE 12/26/20)
- **BIW** Confirmed – Noon (PPE 12/26/20)

### Winter Break

- **BIW** Final Approval & Parking/Dining Deduction Deadline (PPE 12/26/20)
- **BIW** Confirmed – Noon (PPE 12/26/20)

### Winter Break

- **BIW** Final Approval & Parking/Dining Deduction Deadline (PPE 12/26/20)
- **BIW** Confirmed – Noon (PPE 12/26/20)

### Winter Break

- **BIW** Final Approval & Parking/Dining Deduction Deadline (PPE 12/26/20)
- **BIW** Confirmed – Noon (PPE 12/26/20)

### Holiday

- **New Year’s Day**