

February 2024

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
28-Jan	29-Jan	30-Jan PROCESS (1/13-1/26)	31-Jan	1	2 PAYDAY (1/13-1/26)	3
	DO NOT KEY	DO NOT KEY	KEY DAILY	KEY DAILY	KEY DAILY	
4	5	6 PRs DUE IN (1/27-2/9)	7	8	9 PRE-PROCESS (1/27-2/9) HR Staffing cutoff 12:00 pm HR Tech cutoff 2:00 pm Key until 12 Noon Approval cut-off 2 PM	10
	KEY DAILY	KEY DAILY	KEY DAILY	KEY DAILY		
11	12	13 PROCESS (1/27-2/9)	14 PRs DUE IN (2/10-2/23)	15 HR Staffing cutoff 1:00 pm HR Tech cutoff 2:00 pm March 1 payday Key until 3:00 PM Approval cut-off 4 PM	16 PAYDAY (1/27-2/9)	17
	DO NOT KEY	DO NOT KEY	KEY DAILY	KEY DAILY	No SAP System	
18	19 PRE-PROCESS (2/10-2/23)	20	21	22	23 PROCESS (2/10-2/23)	24
	No SAP System	DO NOT KEY	DO NOT KEY	DO NOT KEY	DO NOT KEY	
25	26	27	28	29	1-Mar PAYDAY (2/10-2/23)	2-Mar
	KEY DAILY	KEY DAILY	KEY DAILY	KEY DAILY	KEY DAILY	