March 2024

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
25-Feb	26-Feb	27-Feb	28-Feb	Feb-29	1 **PAYDAY (2/10-2/23)**	2
	KEY DAILY	KEY DAILY	KEY DAILY	KEY DAILY	KEY DAILY	
3	4	5 **PRs DUE IN (2/24-3/8)**	6	7	8 **PRE-PROCESS (2/24-3/8)** HR Staffing cutoff 12:00 pm HR Tech cutoff 2:00 pm **Key until 12 Noon** Approval cut-off 2 PM	9
	KEY DAILY	KEY DAILY	KEY DAILY	KEY DAILY		
10	11	12 **PROCESS (2/24-3/8)** **PRs DUE IN (3/9-3/22)**	13	14	15 **PAYDAY (2/24-3/8)** **PRE-PROCESS (3/9-3/22)** HR Tech cutoff 2:00 pm **Key until 12 Noon** Approval cut-off 2 PM	16
	DO NOT KEY	DO NOT KEY	KEY DAILY	KEY DAILY		
17	18	19	20	21	22	23
	SPRING BREAK	SPRING BREAK	SPRING BREAK	SPRING BREAK	SPRING BREAK	
	DO NOT KEY	DO NOT KEY	DO NOT KEY	DO NOT KEY	DO NOT KEY	
24	25	26 **PROCESS (3/9-3/22)**	27	28	29 **SPRING HOLIDAY FOR ALL** **PAYDAY (3/9-3/22)**	30
	DO NOT KEY	DO NOT KEY	KEY DAILY	KEY DAILY		

Revised 02.13.24