

BIWEEKLY

December 2011						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5 Run HRB 760 Email supervisors - must approve by noon!!! Verify TRC codes	6 File begins loading into PeopleSoft at 10:55AM Run HRB 760 – discrepancies only	7 BW Approval Deadline Discrepancies must be approved in PS by today.	8	9	10
11	12 Run HRB 760 Email supervisors (best practice)	13	14	15	16	17
18	19 Run HRB 760 Email supervisors - must approve by noon!!! Verify TRC codes	20 File begins loading into PeopleSoft at 10:55AM Run HRB 760 – discrepancies only	21 BW Approval Deadline Discrepancies must be approved in PS by today.	22	23	24
25	26 Holiday	27 Holiday	28	29	30	31