

MONTHLY

December 2011

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6	7	8	9	10
11	12	13	14 Run HRB 755 Email supervisors (best practice) Verify TRC Codes	15 File begins loading into PeopleSoft at 10:55AM Run HRB 755, discrepancies only; must be approved in PeopleSoft	16 MO College/Approval Deadline	17
18	19	20	21	22	23	24
25	26 Holiday	27 Holiday	28	29	30	31