

February 2009

Monthly Planner

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 ALL HR/ Payroll Resp. On Sch Disabled @ 5:00 - HRMS Specialist - Faculty Staff Reviewer Sch Disabled @ 5:00 p.m. Timekeepers	2 Timekeepers on 5:00 a.m. Out of Sys HRMS Spec & Fac Staff Rev BW 1/28-2/10 SM 1/25-2/9	3 ALL HR/ Payroll Resp. On	4 ALL HR/ Payroll Resp. On	5 ALL HR/ Payroll Resp. On	6 ALL HR/ Payroll Resp. On	7 ALL HR/ Payroll Resp. On
8 ALL HR/ Payroll Resp. On Sch Disabled @ 5:00 - HRMS Specialist - Faculty Staff Reviewer	9 Out of Sys HRMS Spec & Fac Staff Rev Sch Disabled @ 5:00 p.m. Timekeepers SM P.P.E.	10 Timekeepers on 5:00 a.m. Out of Sys HRMS Spec & Fac Staff Rev Bi-weekly P.P.E. BW 1/28-2/10 SM 2/10-2/24	11 ALL HR/ Payroll Resp. On	12 ALL HR/ Payroll Resp. On	13 ALL HR/ Payroll Resp. On	14 ALL HR/ Payroll Resp. On
15 ALL HR/ Payroll Resp. On Sch Disabled @ 5:00 - HRMS Specialist - Faculty Staff Reviewer Sch Disabled @ 5:00 p.m. Timekeepers	16 Timekeepers on 5:00 a.m. Out of Sys HRMS Spec & Fac Staff Rev BW 2/11-2/24 SM 1/10-2/24	17 ALL HR/ Payroll Resp. On	18 ALL HR/ Payroll Resp. On	19 ALL HR/ Payroll Resp. On	20 ALL HR/ Payroll Resp. On	21 ALL HR/ Payroll Resp. On
22 ALL HR/ Payroll Resp. On Sch Disabled @ 5:00 - HRMS Specialist - Faculty Staff Reviewer	23 Out of Sys HRMS Spec & Fac Staff Rev Sch Disabled @ 5:00 p.m. Timekeepers	24 Timekeepers on 5:00 a.m. Out of Sys HRMS Spec & Fac Staff Rev Bi-weekly P.P.E. BW 2/11-2/24 SM 2/25-3/9 SM P.P.E.	25 ALL HR/ Payroll Resp. On	26 ALL HR/ Payroll Resp. On	27 ALL HR/ Payroll Resp. On	28 ALL HR/ Payroll Resp. On

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