

# April 2007

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 <b>Attendance Due</b> FAX timecards from outlying areas "EARLY" LEGH & KGH timecards due in early AM 3/18-3/31	3 Consumer PR & Outside wage Info	4 Any commodity values rec'd Jan—March due	5 Bills Staff Payday WAC Inventory	6  <b>Good Friday Holiday</b>	7
8	9 Bills Mail/Travel & Reimbursements	10 Consumer Payday Bills Mail/Travel & Reimbursements <b>Pink</b> copy of time-cards for week 4/1-4/7	11 Bills	12	13 BTI-BAP timecards due in am 4/1-4/14	14
15	16 Timecards to Managers 4/1-4/14 <b>LEGH &amp; KGH timecards due early AM</b>	17 <b>ALL</b> outlying timecards to Central Office	18	19	20 Bills Staff Payday	21
22	23 Bills Mail/Travel & Reimbursements	24 Bills Mail/Travel & Reimbursements <b>Pink</b> copy of timecards for week 4/15-4/21	25 Bills <i>Administrative Professionals Day</i>	26	27 BTI-BAP timecards due in am 4/15-4/28	28
29	30 Timecards to Managers 4/15-4/28 <b>LEGH &amp; KGH timecards due early AM</b> * MAIL Attendance				 Happy Keeester!	

# May 2007

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 Attendance Due <u>ALL</u> outlying timecards to Central Office	2	3 Consumer PR & Outside wage Info	4 Bills Staff Payday WAC Inventory	5
6	7 Bills Mail/Travel & Reimbursements	8 Bills Mail/Travel & Reimbursements Pink copy of timecards for week 4/29-5/5	9 Bills	10 Consumer Payday	11 BTI-BAP timecards due in am 4/29-5/12	12
13	14 Timecards to Managers 4/29-5/12	15 <u>ALL</u> outlying timecards to Central Office	16	17	18 Bills Staff Payday	19
20	21 Bills Mail/Travel & Reimbursements	22 Bills Mail/Travel & Reimbursements Pink copy of timecards for week 5/20-5/26	23 Bills	24	25 BTI-BAP timecards due in am 5/13-5/26	26
27	28 Memorial Day Holiday	29 Early LEGH & KGH timecards due <u>FAX ALL</u> outlying timecards to Central Office 5/13-5/26	30	31		

# June 2007

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b><u>IMPORTANT:</u> June 30th is Year End.</b> <b><u>All P &amp; E, Food, WAC accounts “must be” at their original balance on June 30th!!!</u></b>  <b><u>PREPARE FOR YEAR END</u></b>					1 Bills “Early” Fax Consumer PR & Outside Wages Staff Payday <b>Attendance Due</b>	2
3	4 Bills  Mail/Travel & Reimbursement	5 Bills  Mail/Travel & Reimbursements due in Central Office 6/6	6 Bills WAC Inventory  <div style="background-color: #f0d0d0; padding: 5px; text-align: center;">Get your spending done before last reimbursement due</div>	7	8 BTI - BAP Timecards due in am 5/27-6/9  Consumer Payday	9
10	11 LEGH & KGH Timecards due in am  Timecards to managers 5/27-6/9	12 <u>ALL</u> outlying timecards due in Central office	13	14	15 Bills  Staff Payday	16
<b><u>NOTE:</u></b> <b><u>ALL Reimbursements need to be done this week; if not at original balance</u></b>  <div style="background-color: #f0d0d0; padding: 5px;">Memo will be sent concerning a final reimbursement</div> <i>Please call Central Office if emergency spending necessary</i>	18 Bills  Mail in Travel & Reimbursement	19 Bills  Mail/Travel & Reimbursements due in Central Office 6/20	20 Bills  <u>ALL</u> Reimbursements due in Central Office	21	22 BTI - BAP Timecards due in am 6/11–6/24	23
	25 LEGH & KGH Timecards due in am  Timecards to Managers 6/10–6/23	26 <u>ALL</u> outlying timecards due in Central Office	27	28 <b>“DO NOT” estimate travel—FAX on 6/30 if not already in</b>	29 Staff Payday Fax <u>ALL</u> Travel thru 6/30 if there is any to still be reimbursed <b><u>Travel Form must start with 7/1 after this!</u></b>	30 <b><u>NOTE:</u></b> <b>Two sets of Timecards will be needed next pay period.</b> Memo will be sent out