



# July 2007



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 ALL June Travel through 6/30 & any June charges you know of <u>must</u> be turned in!!	2 Call in changes from 6/24-6/30! ASAP! ASAP Any Attendance Changes from 6/28 Bills	Consumer PR & Outside wage Info  EARLY Bills to Central Office	4  <i>Holiday</i>	5 Bills  WAC Inventory	6 BTI - BAP Timecards due in am 7/1-7/7  Any commodity values rec'd April-June due	7
8	9 LEGH & KGH Timecards due in am  Timecards to managers 7/1-7/7	10 <u>ALL</u> outlying timecards due in Central Office  Consumer Payday	11	12	13 Bills  Staff Payday	14
15	16 Bills Mail/Travel & Reimbursement	17 <b>Pink</b> copy of timecards for week 7/8-7/14 Bills Mail/Travel & Reimbursement Due in Central Office 7/18	18 Bills	19	20 BTI - BAP Timecards due in am 7/8-7/21	21
22	23 LEGH & KGH Timecards due in am  Timecards to managers 7/8-7/21	24 <u>ALL</u> outlying timecards due in Central Office	25	26	27 Bills  Staff Payday	28
29	30 Bills Mail/Travel & Reimbursement	31 <b>Mail Attendance</b> <b>Pink</b> copy of timecards for week 7/22-7/28 Bills Mail/Travel & Reimbursement Due in Central Office 7/18				

# August 2007



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

# September 2007

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
		<div style="border: 1px solid black; padding: 5px; display: inline-block;"> <b>“Early ASAP” LEGH &amp; KGH timecards</b> </div> 				1	
2	<b>Happy Labor Day!</b> 	3	4	5	6	7	8
		Fax <u>ALL</u> outlying timecards that can't be mailed Friday to Central Office Consumer PR & outside wage info	WAC Inventory		Bills Staff Payday		
9	10	11	12	13	14	15	
	Consumer Payday Bills Mail/Travel & Reimbursement	<b>Pink</b> timecards for week 9/2-9/8 Bills Mail/Travel & Reimbursement due in Central Office 9/12	Bills		BTI - BAP Timecards due in am 9/2-9/15		
16	17	18	19	20	21	22	
	LEGH & KGH Timecards due am Timecards to managers 9/2-9/15	<u>ALL</u> outlying timecards due in Central Office			Bills Staff Payday		
23	24	25	26	27	28	29	
30	Bills Mail/Travel & Reimbursement	<b>Pink</b> timecards for week 9/16-9/22 Bills Mail/Travel & Reimbursement due in Central Office 9/26	Bills		BTI - BAP Timecards due in am 9/16-9/29		