

April 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
	1 BW Payroll Process PE 03/27/2019 OPEN SPD	2 BW PAYGL02 Pay Run ID 1920	3 Mail BW Paychecks 4:00pm Deadline: Off-cycle Ck Requests due for Fri. PU /Mailing	4	5 BW Payday-PE 03/27/2019 BW PSFs due PE 04/10/2019	6	
7	8 Late/Revised Time Docs (Process w/PYRL PE 04/10/19)	9	10 4:00pm Deadline: Off-cycle Ck Requests due for Fri. PU /Mailing	11 8:00a-Time Editor Opens-PE 04/10/19	12 2:00p-Time Editor Closes End PS Updates	13	
14	15 BW Payroll Process PE 04/10/2019	16 BW PAYGL02 Pay Run ID 1921 Monthly PSFs due	17 Mail BW Paychecks 4:00pm Deadline: Off-cycle Ck Requests due for Fri. PU /Mailing	18	19 BW Payday-PE 04/10/2019 BW PSFs due PE 04/24/2019	20	
21	22 Late/Revised Time Docs (Process w/PYRL PE 04/24/19) End PS Updates	23 Monthly Payroll Process PE 04/30/2019 SPD Gray OUT- Mthly	24 PAYGL02 Run ID M419 4:00pm Deadline: Off-cycle Ck Requests due for Fri. PU /Mailing SPD Gray OUT- Mthly	25 8:00a-Time Editor Opens-PE 04/24/19 Monthly Payroll posted for Redistributions **	26 2:00p-Time Editor Closes End PS Updates Mail Monthly Paychecks Monthly Payroll posted for Redistributions **	27	
28	29 BW Payroll Process PE 04/24/2019 Monthly Payroll posted for Redistributions **	30 BW PAYGL02 Pay Run ID 1922 Monthly Payday PE 04/30/2019 SPD Closed - Month End	Notes: Over 90 Day Late Transfer Approvals in Effect for July-December Payrolls as of April **This schedule is subject to change due to unforeseen system or payroll issues.				