

December 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
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2	3 Late/Revised Time Docs (Process w/PYRL PE 12/05/18) OPEN SPD	4	5 4:00pm Deadline: Off-cycle Ck Requests due for Fri. PU /Mailing Monthly PSFs due End PS Updates	6 8:00a-Time Editor Opens-PE 12/05/18	7 Tech Time/Kronos/Deltek due by noon 2:00p-Time Editor Closes End PS Updates	8
9	10 BW Payroll Process PE 12/05/18	11 BW PAYGL02 Pay Run ID 1912	12 Mail BW Paychecks 4:00pm Deadline: Off-cycle Ck Requests due for Fri. PU /Mailing	13 Monthly Payroll Process PE 12/31/18 SPD Gray OUT-Mthly	14 PAYGL02 Run ID M1218 BW Payday-PE 12/05/18 BW PSFs due PE 12/19/18 SPD Gray OUT-Mthly	15
16	17 Late/Revised Time Docs (Process w/PYRL PE 12/19/18) 8:00a-Time Editor Opens-PE 12/19/18 Monthly Payroll posted for Redistributions **	18 End PS Updates BW Payroll Process PE 12/19/18 Tech Time/Kronos/Deltek due by 10:00am Noon-Time Editor Closes Monthly Payroll posted for Redistributions **	19 BW PAYGL02 Pay Run ID 1913 BW Payroll Process Continues Monthly Payroll posted for Redistributions **	20 Mail BW Paychecks Monthly Payroll posted for Redistributions **	21 BW Payday-PE 12/19/18 Monthly Payroll posted for Redistributions **	22
23	24 Winter Break	25 Winter Break	26 Winter Break	27 Winter Break	28 Winter Break	29
30	31 Monthly Payday Late/Revised Time Docs (Process w/PYRL PE 01/02/19) SPD Closed - Month End	Notes: Over 90 Day Late Transfer Approvals in Effect for July - August Payrolls as of December ** This schedule is subject to change due to unforeseen system or payroll issues.				