

February 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 8:00a-Time Editor Opens-PE 01/31/18	2 2:00p-Time Editor Closes End PS Updates	3
				SPD Closed - Month End	OPEN SPD	
4	5 BW Payroll Process PE 01/31/2018	6 BW PAYGL02 Pay Run ID 1816	7 Mail BW Paychecks 4:00pm Deadline: Off-cycle Ck Requests due for Fri. PU /Mailing	8	9 BW Payday-PE 01/31/2018 BW PSFs due PE 02/14/2018	10
11	12 Late/Revised Time Docs (Process w/PYRL PE 02/14/18)	13	14 <i>Valentine's Day</i> 4:00pm Deadline: Off-cycle Ck Requests due for Fri. PU /Mailing Monthly PSFs due	15 8:00a-Time Editor Opens-PE 02/14/18	16 2:00p-Time Editor Closes End PS Updates	17
18	19 <i>Presidents Day</i> BW Payroll Process PE 02/14/2018	20 BW PAYGL02 Pay Run ID 1817 End PS Updates	21 Mail BW Paychecks SPD Gray OUT- Mthly Monthly Payroll Process PE 02/28/2018 4:00pm Deadline: Off-cycle Ck Requests due for Fri. PU /Mailing	22 SPD Gray OUT- Mthly PAYGL02 Run ID M218	23 BW Payday-PE 02/14/2018 BW PSFs due PE 02/28/2018 Monthly Payroll posted for Redistributions **	24 Monthly Payroll posted for Redistributions **
25	26 Mail Monthly Paychecks Late/Revised Time Docs (Process w/PYRL PE 02/28/18) Monthly Payroll posted for Redistributions **	27 Monthly Payroll posted for Redistributions **	28 Monthly Payday PE 02/28/2018 4:00pm Deadline: Off-cycle Ck Requests due for Fri. PU /Mailing SPD Closed - Month End	Notes: Over 90 Day Late Transfer Approvals in Effect for July-October Payrolls as of February ** This schedule is subject to change due to unforeseen system or payroll problems.		