

January 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 New Year's Day Holiday	2 OPEN SPD	3 BW Payday-PE 12/28/19	4
5	6 BW PSFs due PE 01/11/20 Late/Revised Time Docs (Process w/PYRL PE 01/11/20)	7	8 4:00pm Deadline: Off-cycle Ck Requests due for Fri. PU /Mailing	9	10 8:00a-Time Editor Opens-PE 01/11/20	11 BW PPED
12 BW PP Begins	13 BW Payroll Process PE 01/11/20 12 noon-Time Editor Closes Tech Time/ Kronos/ Deltek Due 12 noon	14 BW Payroll Process cont. BW PAYGL02 Pay Run ID 2015	15 Mail BW Checks 4:00pm Deadline: Off-cycle Ck Requests due for Fri. PU /Mailing	16 Monthly PSFs Due	17 BW Payday-PE 01/11/20	18
19	20 Martin Luther King Jr. Holiday	21 Due date changed (Holiday) BW PSFs due PE 01/25/20 Late/Revised Time Docs (Process w/PYRL PE 01/25/20)	22 4:00pm Deadline: Off-cycle Ck Requests due for Fri. PU /Mailing	23 Monthly Payroll Process PE 01/31/20 SPD Gray OUT- Mthly	24 8:00a-Time Editor Opens-PE 01/25/20 PAYGL02 Run ID M120 SPD Gray OUT- Mthly	25 BW PPED
26 BW PP Begins	27 BW Payroll Process PE 01/25/20 12 noon-Time Editor Closes Tech Time/ Kronos/ Deltek Due 12 noon Monthly Payroll posted for Redistributions **	28 BW Payroll Process cont. BW PAYGL02 Pay Run ID 2016 Monthly Payroll posted for Redistributions **	29 Mail BW Checks Mail Monthly Paychecks 4:00pm Deadline: Off-cycle Ck Requests due for Fri. PU /Mailing Monthly Payroll posted for Redistributions **	30 Monthly Payroll posted for Redistributions **	31 BW Payday-PE 01/25/20 Monthly Payday PE 01/31/20 SPD Closed - Month End	Notes: Over 90 Day Late Transfer Approvals in Effect for July - September Payrolls as of January ** This schedule is subject to change due to unforeseen system or payroll issues.