

March 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 8:00a-Time Editor Opens-PE 02/28/18	2 2:00p-Time Editor Closes End PS Updates	3
				OPEN SPD		
4	5 BW Payroll Process PE 02/28/2018	6 BW PAYGL02 Pay Run ID 1818	7 Mail BW Paychecks 4:00pm Deadline: Off-cycle Ck Requests due for Fri. PU /Mailing	8	9 BW Payday-PE 02/28/2018 BW PSFs due PE 03/14/2018	10
11	12 Late/Revised Time Docs (Process w/PYRL PE 03/14/18)	13	14 SPD On Line User TRNG 4:00pm Deadline: Off-cycle Ck Requests due for Fri. PU /Mailing Monthly PSFs due	15 8:00a-Time Editor Opens-PE 03/14/18	16 2:00p-Time Editor Closes End PS Updates	17
18	19 BW Payroll Process PE 03/14/2018	20 BW PAYGL02 Pay Run ID 1819	21 SPD Adhoc Tool TRNG Mail BW Paychecks 4:00pm Deadline: Off-cycle Ck Requests due for Fri. PU /Mailing End PS Updates	22 Monthly Payroll Process PE 03/31/2018	23 BW Payday-PE 03/14/2018 PAYGL02 Run ID M318 BW PSFs due PE 03/28/2018 SPD Gray OUT- Mthly	24
25	26 Late/Revised Time Docs (Process w/PYRL PE 03/28/18)	27	28 Mail Monthly Paychecks 4:00pm Deadline: Off-cycle Ck Requests due for Fri. PU /Mailing	29 8:00a-Time Editor Opens-PE 03/28/18	30 Monthly Payday PE 03/31/2018 2:00p-Time Editor Closes End PS Updates	31
	Monthly Payroll posted for Redistributions **	Monthly Payroll posted for Redistributions **	Monthly Payroll posted for Redistributions **	Monthly Payroll posted for Redistributions **	SPD Closed - Month End	
Notes: Over 90 day Late Transfer Approvals in effect for July - November Payrolls as of March *** This schedule is subject to change due to unforeseen system or payroll issues.						