

May 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 Mail BW Paychecks 4:00pm Deadline: Off-cycle Ck Requests due for Fri. PU /Mailing OPEN SPD	2	3 BW Payday-PE 04/24/2019 BW PSFs due PE 05/08/2019	4
5	6 Late/Revised Time Docs (Process w/PYRL PE 05/08/19)	7	8 4:00pm Deadline: Off-cycle Ck Requests due for Fri. PU /Mailing SPD ONLine User TRNG	9 8:00a-Time Editor Opens-PE 05/08/19	10 5:00p-Time Editor Closes End PS Updates	11
12	13 BW Payroll Process PE 05/08/2019 BW PSFs due PE 05/18/2019	14 BW PAYGL02 Pay Run ID 1923	15 SPD Adhoc Tool TRNG Mail BW Paychecks Monthly PSFs due 4:00pm Deadline: Off-cycle Ck Requests due for Fri. PU /Mailing	16	17 8:00a-Time Editor Opens-PE 05/18/19 BW Payday-PE 05/08/2019	18 Pay Period End Date
19 ** Begin New Pay Period**	20 End PS Updates 10:00 12:noon-Time Editor Closes BW Payroll Process PE 05/18/2019	21 BW Payroll Process cont.	22 Mail BW Paychecks BW PAYGL02 Pay Run ID 1924 4:00pm Deadline: Off-cycle Ck Requests due for Fri. PU /Mailing	23 Monthly Payroll Process PE 05/31/2019 SPD Gray OUT- Mthly	24 BW Payday-PE 05/18/2019 PAYGL02 Run ID M519 SPD Gray OUT- Mthly	25
26	27 Memorial Day Holiday	28 BW PSFs due PE 06/01/2019 Late/Revised Time Docs (Process w/PYRL PE 06/01/19) Monthly Payroll posted for Redistributions **	29 4:00pm Deadline: Off-cycle Ck Requests due for Fri. PU /Mailing Mail Monthly Paychecks Monthly Payroll posted for Redistributions **	30 Monthly Payroll posted for Redistributions **	31 8:00a-Time Editor Opens-PE 06/01/19 Monthly Payday PE 05/31/2019 SPD Closed- Month End	Notes: Over 90 Day Late Transfer Approvals in Effect for July- January Payrolls as of May **This schedule is subject to change due to unforeseen system or payroll problems.