

October 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 BW Payroll Process PE 09/27/2017 SPD - OPEN	3 BW PAYGL02 Pay Run ID 1807	4 Mail BW Paychecks 4:00pm Deadline: Off-cycle Ck Requests due for Fri. PU /Mailing	5	6 BW Payday-PE 09/27/2017 BW PSFs due PE 10/11/2017	7
8	9 Columbus Day	10	11 4:00pm Deadline: Off-cycle Ck Requests due for Fri. PU /Mailing SPD ON Line User TRNG	12 8:00a-Time Editor Opens-PE 10/11/17 Late/Revised Time Docs (Process w/PYRL PE 10/11/17)	13 5:00p-Time Editor Closes End PS Updates	14
15	16 BW Payroll Process PE 10/11/2017	17 BW PAYGL02 Pay Run ID 1808 Monthly PSFs due	18 Mail BW Paychecks 4:00pm Deadline: Off-cycle Ck Requests due for Fri. PU /Mailing SPD Adhoc Report TRNG	19	20 BW Payday-PE 10/11/2017 BW PSFs due PE 10/25/2017	21
22	23 End PS Updates	24 Monthly Payroll Process PE 10/31/2017 SPD Gray OUT-Mthly	25 PAYGL02 Run ID M1017 4:00pm Deadline: Off-cycle Ck Requests due for Fri. PU /Mailing SPD Gray OUT-Mthly	26 8:00a-Time Editor Opens-PE 10/25/17 Late/Revised Time Docs (Process w/PYRL PE 10/25/17) Monthly Payroll posted for Redistributions **	27 Mail Monthly Paychecks 5:00p-Time Editor Closes End PS Updates Monthly Payroll posted for Redistributions **	28
29	30 BW Payroll Process PE 10/25/2017 Monthly Payroll posted for Redistributions **	31 Halloween BW PAYGL02 Pay Run ID 1809 Monthly Payday SPD Closed - Month End	Notes: ** Depending on payroll processing, SPD could be open for redistributions earlier or later. We will announce.			