

September 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
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2	3 Labor Day Holiday SPD Closed - Month End	4 BW Payroll Process PE 08/29/18 SPD - OPEN	5 BW PAYGL02 Pay Run ID 1905 Mail BW Paychecks 4:00pm Deadline: Off-cycle Ck Requests due for Fri. PU /Mailing	6	7 BW Payday-PE 08/29/18 BW PSFs due PE 09/12/18	8
9	10 Late/Revised Time Docs (Process w/PYRL PE 09/12/18)	11	12 4:00pm Deadline: Off-cycle Ck Requests due for Fri. PU /Mailing Monthly PSFs due	13 8:00a-Time Editor Opens-PE 09/12/18	14 Tech Time/Kronos/Deltek due by noon 2:00p-Time Editor Closes End PS Updates	15
16	17 BW Payroll Process PE 09/12/18	18 BW PAYGL02 Pay Run ID 1906	19 Mail BW Paychecks 4:00pm Deadline: Off-cycle Ck Requests due for Fri. PU /Mailing End PS Updates	20 Monthly Payroll Process PE 09/30/18 SPD Gray OUT-Mthly	21 BW Payday-PE 09/12/18 PAYGL02 Run ID M918 BW PSFs due PE 09/26/18 SPD Gray OUT-Mthly	22
23	24 Late/Revised Time Docs (Process w/PYRL PE 09/26/18) Monthly Payroll posted for Redistributions **	25 Monthly Payroll posted for Redistributions **	26 Mail Monthly Paychecks 4:00pm Deadline: Off-cycle Ck Requests due for Fri. PU /Mailing Monthly Payroll posted for Redistributions **	27 8:00a-Time Editor Opens-PE 09/26/18 Monthly Payroll posted for Redistributions **	28 Monthly Payday Tech Time/Kronos/Deltek due by noon 2:00p-Time Editor Closes End PS Updates SPD Closed - Month End	29
30	Notes: ** Depending on payroll processing, SPD could be open for redistributions earlier or later. We will announce.					