

December 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 BW Payday-PE 11/22/2017 BW PSFs due PE 12/06/2017 SPD Closed - Month End	2
3	4 OPEN SPD	5	6 4:00pm Deadline: Off-cycle Ck Requests due for Fri. PU /Mailing	7 8:00a-Time Editor Opens-PE 12/06/17 Late/Revised Time Docs (Process w/PYRL PE 12/06/17) Monthly PSFs due	8 5:00p-Time Editor Closes End PS Updates	9
10	11 BW Payroll Process PE 12/06/2017	12 BW PAYGL02 Pay Run ID 1812	13 End PS Updates BW PSFs due 4:00pm Deadline: Off-cycle Ck Requests due for Fri. PU /Mailing Mail BW Paychecks	14 SPD Gray OUT- Mthly Monthly Payroll Process PE 12/31/2017	15 SPD Gray OUT- Mthly BW Payday-PE 12/06/2017 PAYGL02 Run ID M1217	16
17	18 8:00a-Time Editor Opens-PE 12/20/17 Late/Revised Time Docs (Process w/PYRL PE 12/20/17) Monthly Payroll posted for Redistributions **	19 End PS Updates 10:00 am 12 noon-Time Editor Closes BW Payroll Process PE 12/20/2017 Monthly Payroll posted for Redistributions **	20 BW PSFs due BW PAYGL02 Pay Run ID 1813 Mail BW/Monthly Checks 4:00pm Deadline: Off-cycle Ck Requests Monthly Payroll posted for Redistributions **	21 Monthly Payroll posted for Redistributions **	22 BW Payday-PE 12/20/2017 Monthly Payday PE 12/31/2017 SPD Closed - Month End	23
24	25 Christmas Winter Break	26 Winter Break	27 Winter Break	28 Winter Break	29 Winter Break	30
31	Notes: Over 90 Day Late Transfer Approvals in Effect for July - August Payrolls as of December ** This schedule is subject to change due to unforeseen system or payroll issues.					