## March 2020

<table>
<thead>
<tr>
<th>Sunday</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
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<td></td>
<td></td>
<td>Late/Revised Time Docs (Process w/PYRL PE 03/07/20)</td>
<td>4:00pm Deadline: Off-cycle Ck Requests due for Fri. PU /Mailing</td>
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<td>6</td>
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<td></td>
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<td>OPEN SPD</td>
<td></td>
<td>8:00a-Time Editor Opens-PE 03/07/20</td>
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<td>Last Day to Request SPD access</td>
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<td>Deadline for GTHR to complete HR Transactions to</td>
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<td></td>
<td>BW PP Begins</td>
<td>BW Payroll Process PE 03/07/20</td>
<td>BW Payroll Process cont.</td>
<td>4:00pm Deadline: Off-cycle Ck Requests due for Fri. PU /Mailing</td>
<td>BW Payday-Pe 03/07/20</td>
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<td></td>
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<td>12 noon-Time Editor Closes Tech Time/ Kronos/ Deltek Due 12 noon</td>
<td>BW PAYGL02 Pay Run ID 2019</td>
<td>Mail BW Checks</td>
<td>Last day to process Future Pay Period Changes in SPD</td>
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<td>Late/Revised Time Docs (Process w/PYRL PE 03/21/20)</td>
<td>FINAL OFF-Cycle Request Biweekly 4:00pm Deadline due for Fri. PU /Mailing</td>
<td>FINAL OFF-Cycle Request Monthly due for Mon. PU/Mailing</td>
<td>8:00a-Time Editor Opens-PE 03/21/20</td>
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<td>BW PP Begins Begin Reporting Time Oneusg</td>
<td>BW Payroll Process PE 03/21/20</td>
<td>BW Payroll Process cont.</td>
<td>Monthly Payroll Process PE 03/31/20</td>
<td>PAYGL02 Run ID M320</td>
<td>BW Payday-Pe 03/21/20</td>
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<td></td>
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<td>12 noon-Time Editor Closes Tech Time/ Kronos/ Deltek OneUSG Connect Go Live!</td>
<td>BW PAYGL02 Pay Run ID 2020</td>
<td>Mail BW Checks</td>
<td>Mail Monthly Paychecks</td>
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<td>29</td>
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<td>31</td>
<td>Notes:</td>
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<td>Submit ALL Late/Revised Time Docs Prior to Oneusg (Process w/PYRL PE 04/04/20)</td>
<td>Monthly Payday PE 03/31/20</td>
<td>Over 90 day Late Transfer Approvals in effect for July - November Payrolls as of March</td>
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<td>*** This schedule is subject to change due to unforeseen system or payroll issues.</td>
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