

April 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
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2	3 BW Payroll Process PE 03/29/2017 OPEN SPD	4 BW PAYGL02 Pay Run ID 1720	5 Mail BW Paychecks 4:00pm Deadline: Off-cycle Ck Requests due for Fri. PU /Mailing	6	7 BW Payday-PE 03/29/2016 BW PSFs due PE 04/12/2017	8
9	10	11	12 4:00pm Deadline: Off-cycle Ck Requests due for Fri. PU /Mailing	13 8:00a-Time Editor Opens-PE 04/12/17 Late/Revised Time Docs (Process w/PYRL PE 04/12/17) Monthly PSFs due	14 5:00p-Time Editor Closes End PS Updates	15
16 Easter	17 BW Payroll Process PE 04/12/2017	18 BW PAYGL02 Pay Run ID 1721	19 Mail BW Paychecks 4:00pm Deadline: Off-cycle Ck Requests due for Fri. PU /Mailing	20 SPD Gray OUT- Mthly Monthly Payroll Process PE 04/30/2017	21 SPD Gray OUT- Mthly BW Payday-PE 04/12/2016 BW PSFs due PE 04/26/2017 PAYGL02 Run ID M417	22
23	24 Deadline for Early ASR Requests 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 04/26/17 Late/Revised Time Docs (Process w/PYRL PE 04/26/17) Monthly Payroll posted for Redistributions **	28 Monthly Payday PE 5:00p-Time Editor Closes End PS Updates SPD Closed- Month End Issue Early ASRs to Campus	29
30	Notes: Over 90 Day Late Transfer Approvals in Effect for July-December Payrolls as of April ** Depending on payroll processing, SPD could be open for redistributions earlier or later. We will announce This schedule is subject to change due to unforeseen system or payroll problems.					