

# April 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
1	2 BW Payroll Process PE 03/28/2018  OPEN SPD	3 BW PAYGL02 Pay Run ID 1820	4 Mail BW Paychecks 4:00pm Deadline: Off-cycle Ck Requests due for Fri. PU /Mailing	5	6 BW Payday-PE 03/28/2018 BW PSFs due PE 04/11/2018	7	
8	9 Late/Revised Time Docs (Process w/PYRL PE 04/11/18)	10	11 4:00pm Deadline: Off-cycle Ck Requests due for Fri. PU /Mailing	12 8:00a-Time Editor Opens-PE 04/11/18	13 2:00p-Time Editor Closes End PS Updates	14	
15	16 BW Payroll Process PE 04/11/2018 Monthly PSFs due	17 BW PAYGL02 Pay Run ID 1821	18 Mail BW Paychecks 4:00pm Deadline: Off-cycle Ck Requests due for Fri. PU /Mailing	19	20 BW Payday-PE 04/11/2018 End PS Updates BW PSFs due PE 04/25/2018	21	
22	23 SPD Gray OUT- Mthly Monthly Payroll Process PE 04/30/2018 Late/Revised Time Docs (Process w/PYRL PE 04/25/18) Deadline for Early ASR Requests	24 SPD Gray OUT- Mthly PAYGL02 Run ID M418	25 4:00pm Deadline: Off-cycle Ck Requests due for Fri. PU /Mailing  Monthly Payroll posted for Redistributions **	26 Mail Monthly Paychecks 8:00a-Time Editor Opens-PE 04/25/18  Monthly Payroll posted for Redistributions **	27 2:00p-Time Editor Closes End PS Updates  Monthly Payroll posted for Redistributions **	28	
29	30 BW Payroll Process PE 04/25/2018 Monthly Payday PE 04/30/2018 SPD Closed - Month End	Notes: Over 90 Day Late Transfer Approvals in Effect for July-December Payrolls as of April **This schedule is subject to change due to unforeseen system or payroll problems.					