

February 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 2:00p-Time Editor Closes End PS Updates SPD Closed - Month End	2
3	4 BW Payroll Process PE 01/30/2019 OPEN SPD	5 BW PAYGL02 Pay Run ID 1916	6 Mail BW Paychecks 4:00pm Deadline: Off-cycle Ck Requests due for Fri. PU /Mailing	7	8 BW Payday-PE 01/30/2019 BW PSFs due PE 02/13/2019	9
10	11 Late/Revised Time Docs (Process w/PYRL PE 02/13/19)	12 Monthly PSFs due	13 4:00pm Deadline: Off-cycle Ck Requests due for Fri. PU /Mailing	14 <i>Valentine's Day</i> 8:00a-Time Editor Opens-PE 02/13/19	15 2:00p-Time Editor Closes End PS Updates	16
17	18 <i>Presidents Day</i> BW Payroll Process PE 02/13/2019	19 BW PAYGL02 Pay Run ID 1917	20 Mail BW Paychecks 4:00pm Deadline: Off-cycle Ck Requests due for Fri. PU /Mailing End PS Updates	21 Monthly Payroll Process PE 02/28/2019 SPD Gray OUT- Mthly	22 BW Payday-PE 02/13/2019 BW PSFs due PE 02/27/2019 PAYGL02 Run ID M219 SPD Gray OUT- Mthly	23
24	25 Late/Revised Time Docs (Process w/PYRL PE 02/27/19) Monthly Payroll posted for Redistributions **	26 Mail Monthly Paychecks Monthly Payroll posted for Redistributions **	27 4:00pm Deadline: Off-cycle Ck Requests due for Fri. PU /Mailing Monthly Payroll posted for Redistributions **	28 Monthly Payday PE 02/28/2019 8:00a-Time Editor Opens-PE 02/27/19 SPD Closed - Month End	Notes: Over 90 Day Late Transfer Approvals in Effect for July-October Payrolls as of February ** This schedule is subject to change due to unforeseen system or payroll issues.	