

# January 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 <small>New Year's Day</small>  Holiday	2 Late/Revised Time Docs (Process w/PYRL PE 01/03/18)  OPEN SPD	3 4:00pm Deadline: Off-cycle Ck Requests due for Fri. PU /Mailing	4 8:00a-Time Editor Opens-PE 01/03/18	5 2:00p-Time Editor Closes  End PS Updates	6
7	8 BW Payroll Process PE 01/03/2018	9 BW PAYGL02 Pay Run ID 1814	10 Mail BW Paychecks 4:00pm Deadline: Off-cycle Ck Requests due for Fri. PU /Mailing  SPD ON Line User TRNG	11	12 BW Payday-PE 01/03/2018  BW PSFs due PE 01/17/2018	13
14	15 <small>Martin Luther King</small>  Holiday	16 Late/Revised Time Docs (Process w/PYRL PE 01/17/18) Monthly PSFs due	17 4:00pm Deadline: Off-cycle Ck Requests due for Fri. PU /Mailing  SPD Adhoc Tool TRNG	18 8:00a-Time Editor Opens-PE 01/17/18	19 2:00p-Time Editor Closes  End PS Updates	20
21	22 BW Payroll Process PE 01/17/2018	23 BW PAYGL02 Pay Run ID 1815  End PS Updates	24 Mail BW Paychecks SPD Gray OUT- Mthly Monthly Payroll Process PE 01/31/2018 4:00pm Deadline: Off-cycle Ck Requests due for Fri. PU /Mailing	25 SPD Gray OUT- Mthly PAYGL02 Run ID M118	26 BW Payday-PE 01/17/2018 BW PSFs due PE 01/31/2018 Monthly Payroll posted for Redistributions **	27
28	29 Late/Revised Time Docs (Process w/PYRL PE 01/31/18) Mail Monthly Paychecks Monthly Payroll posted for Redistributions **	30 Monthly Payroll posted for Redistributions **	31 SPD Closed - Month End Monthly Payday PE 01/31/2018 4:00pm Deadline: Off-cycle Ck Requests due for Fri. PU /Mailing	Notes:  <b>Over 90 Day Late Transfer Approvals in Effect for July - September Payrolls as of January</b> ** This schedule is subject to change due to unforeseen system or payroll issues.		