

May 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 BW Payroll Process PE 04/26/2017	2 BW PAYGL02 Pay Run ID 1722 OPEN SPD	3 Mail BW Paychecks 4:00pm Deadline: Off-cycle Ck Requests due for Fri. PU /Mailing	4	5 BW Payday-PE 04/26/2017 BW PSFs due PE 05/10/2017	6
7	8	9	10 4:00pm Deadline: Off-cycle Ck Requests due for Fri. PU /Mailing	11 8:00a-Time Editor Opens-PE 05/10/17 Late/Revised Time Docs (Process w/PYRL PE 05/10/17)	12 5:00p-Time Editor Closes End PS Updates	13
14 Mother's Day	15 BW Payroll Process PE 05/10/2017	16 BW PAYGL02 Pay Run ID 1723	17 Mail BW Paychecks 4:00pm Deadline: Off-cycle Ck Requests due for Fri. PU /Mailing SPD ONLine User TRNG	18 Monthly PSFs due	19 BW Payday-PE 05/10/2017 BW PSFs due PE 05/24/2017	20
21	22	23 End PS Updates	24 SPD Gray OUT-Mthly Monthly Payroll Process PE 05/31/2017 4:00pm Deadline: Off-cycle Ck Requests due for Fri. PU /Mailing SPD Adhoc Tool TRNG	25 SPD Gray OUT-Mthly PAYGL02 Run ID M517 8:00a-Time Editor Opens-PE 05/24/17 Late/Revised Time Docs (Process w/PYRL PE 05/24/17)	26 Mail Monthly Paychecks 5:00p-Time Editor Closes End PS Updates Monthly Payroll posted for Redistributions **	27
28	29 Memorial Day	30 BW Payroll Process PE 05/24/2017 Monthly Payroll posted for Redistributions **	31 Mail BW Paychecks SPD Closed- Month End Monthly Payday 05/31/17 BW PAYGL02 Pay Run ID 1724 4:00pm Deadline: Off-cycle Ck Requests	Notes: Over 90 Day Late Transfer Approvals in Effect for July-January Payrolls as of May ** Depending on payroll processing, SPD could be open for redistributions earlier or later. We This schedule is subject to change due to unforeseen system or payroll problems.		