

September 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 5:00p-Time Editor Closes End PS Updates SPD Closed - Month End	2
3	4 Labor Day Holiday	5 BW Payroll Process PE 08/30/2017 SPD - OPEN	6 Mail BW Paychecks BW PAYGL02 Pay Run ID 1805 4:00pm Deadline: Off-cycle Ck Requests due for Fri. PU /Mailing	7	8 BW Payday-PE 08/30/2017 BW PSFs due PE 09/13/2017	9
10	11	12	13 4:00pm Deadline: Off-cycle Ck Requests due for Fri. PU /Mailing	14 8:00a-Time Editor Opens-PE 09/13/17 Late/Revised Time Docs (Process w/PYRL PE 09/13/17) Monthly PSFs due	15 5:00p-Time Editor Closes End PS Updates	16
17	18 BW Payroll Process PE 09/13/2017	19 BW PAYGL02 Pay Run ID 1806	20 Mail BW Paychecks 4:00pm Deadline: Off-cycle Ck Requests due for Fri. PU /Mailing End PS Updates	21 Monthly Payroll Process PE 09/30/2017 SPD Gray OUT-Mthly	22 BW Payday-PE 09/13/2017 BW PSFs due PE 09/27/2017 PAYGL02 Run ID M917 SPD Gray OUT-Mthly	23
24	25 Monthly Payroll posted for Redistributions **	26 Monthly Payroll posted for Redistributions **	27 Mail Monthly Paychecks 4:00pm Deadline: Off-cycle Ck Requests due for Fri. PU /Mailing Monthly Payroll posted for Redistributions **	28 8:00a-Time Editor Opens-PE 09/27/17 Late/Revised Time Docs (Process w/PYRL PE 09/27/17) Monthly Payroll posted for Redistributions **	29 Monthly Payday 5:00p-Time Editor Closes End PS Updates SPD Closed - Month End	30

Notes:
 ** Depending on payroll processing, SPD could be open for redistributions earlier or later. We will announce.