

# February 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
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2	3 BW PSFs due PE 02/08/20 Late/Revised Time Docs (Process w/PYRL PE 02/08/20) OPEN SPD	4	5 4:00pm Deadline: Off-cycle Ck Requests due for Fri. PU /Mailing	6	7 8:00a-Time Editor Opens-PE 02/08/20	8 BW PPED
9 BW PP Begins	10 BW Payroll Process PE 02/08/20 12 noon-Time Editor Closes Tech Time/ Kronos/ Deltek Due 12 noon	11 BW Payroll Process cont. BW PAYGL02 Pay Run ID 2017	12 Mail BW Checks 4:00pm Deadline: Off-cycle Ck Requests due for Fri. PU /Mailing	13 Monthly PSFs Due	14 BW Payday-PE 02/08/20	15
16	17 BW PSFs due PE 02/22/20 Late/Revised Time Docs (Process w/PYRL PE 02/22/20)	18	19 4:00pm Deadline: Off-cycle Ck Requests due for Fri. PU /Mailing	20 Monthly Payroll Process PE 02/29/20  SPD Gray OUT- Mthly	21 PAYGL02 Run ID M220 8:00a-Time Editor Opens-PE 02/22/20  SPD Gray OUT- Mthly	22 BW PPED
23 BW PP Begins	24 BW Payroll Process PE 02/22/20 12 noon-Time Editor Closes Tech Time/ Kronos/ Deltek Due 12 noon Monthly Payroll posted for Redistributions **	25 BW Payroll Process cont. BW PAYGL02 Pay Run ID 2016 Last Time Doc Print Monthly Payroll posted for Redistributions **	26 Mail BW Checks Mail Monthly Paychecks 4:00pm Deadline: Off-cycle Ck Requests due for Fri. PU /Mailing Monthly Payroll posted for Redistributions **	27	28 BW Payday-PE 02/22/20 Monthly Payday PE 02/29/20 Deadline to submit HR Transactions to GTHR SPD Closed - Month End	29 Over 90 Date Late Transfer Approvals in effect for July- October Payroll as of February  ** This schedule is subject to change due to unforeseen issues.