

March 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 Late/Revised Time Docs (Process w/PYRL PE 03/07/20) OPEN SPD Last Day to Request SPD access	3	4 4:00pm Deadline: Off-cycle Ck Requests due for Fri. PU /Mailing	5	6 8:00a-Time Editor Opens-PE 03/07/20 Deadline for GTHR to complete HR Transactions to	7 BW PPED
8 BW PP Begins	9 BW Payroll Process PE 03/07/20 12 noon-Time Editor Closes Tech Time/ Kronos/ Deltek Due 12 noon	10 BW Payroll Process cont. BW PAYGL02 Pay Run ID 2019	11 4:00pm Deadline: Off-cycle Ck Requests due for Fri. PU /Mailing Mail BW Checks	12	13 BW Payday-PE 03/07/20 Last day to process Future Pay Period Changes in SPD	14
15	16 Late/Revised Time Docs (Process w/PYRL PE 03/21/20)	17	18 FINAL OFF-Cycle Request Biweekly 4:00pm Deadline due for Fri. PU /Mailing	19 FINAL OFF-Cycle Request Monthly due for Mon. PU/Mailing due for Mon. PU/Mailing	20 8:00a-Time Editor Opens-PE 03/21/20	21 BW PPED
22 BW PP Begins Begin Reporting Time Oneusg	23 OneUSG Connect Go Live! BW Payroll Process PE 03/21/20 12 noon-Time Editor Closes Tech Time/ Kronos/ Deltek OneUSG Connect Go Live!	24 BW Payroll Process cont. BW PAYGL02 Pay Run ID 2020	25 Monthly Payroll Process PE 03/31/20 Mail BW Checks	26 PAYGL02 Run ID M320	27 BW Payday-PE 03/21/20 Mail Monthly Paychecks SPD Closed - One USG Conversion	28
29	30 Submit ALL Late/Revised Time Docs Prior to Oneusg (Process w/PYRL PE 04/04/20) SPD Closed - One USG Conversion	31 Monthly Payday PE 03/31/20 SPD Closed - One USG Conversion	Notes: Over 90 day Late Transfer Approvals in effect for July - November Payrolls as of March *** This schedule is subject to change due to unforeseen system or payroll issues.			