

November 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
					BW Payday-PE 10/24/18	
					BW PSFs due PE 11/07/18	
				SPD Closed - Month End	OPEN SPD	
4	5	6	7	8	9	10
	Late/Revised Time Docs (Process w/PYRL PE 11/07/18)		4:00pm Deadline: Off-cycle Ck Requests due for Fri. PU /Mailing	8:00a-Time Editor Opens-PE 11/07/18	Tech Time/Kronos/Deltek due by noon	
					2:00p-Time Editor Closes End PS Updates	
11 Veterans Day	12	13	14	15	16	17
	BW Payroll Process PE 11/07/18	BW PAYGL02 Pay Run ID 1910	Mail BW Paychecks 4:00pm Deadline: Off-cycle Ck Requests due for Fri. PU /Mailing		BW Payday-PE 11/07/18 BW PSFs due PE 11/21/18	
	Monthly PSFs due					
18	19	20	21	22 Thanksgiving Day	23	24
	Late/Revised Time Docs (Process w/PYRL PE 11/21/18)	Monthly Payroll Process PE 11/30/18	8:00a-Time Editor Opens-PE 11/21/18			
	End PS Updates		PAYGL02 Run ID M1118	Holiday	Holiday	
		SPD Gray OUT-Mthly	SPD Gray OUT-Mthly			
25	26	27	28	29	30	Notes:
	End PS Updates 10am				BW Payday-PE 11/21/18	Over 90 Day Late Transfer Approvals in Effect for July Payrolls as of this month ** This schedule is subject to change due to unforeseen system or payroll issues.
	BW Payroll Process PE 11/21/18	BW PAYGL02 Pay Run ID 1911	Mail Monthly Paychecks Mail BW Paychecks		Monthly Payday	
	12:00 noon Editor Closes		4:00pm Deadline: Off-cycle Ck Requests due for Fri. PU /Mailing		BW PSFs due PE 12/05/18	
	Tech Time/Kronos/Deltek due by noon					
	Monthly Payroll posted for Redistributions **	Monthly Payroll posted for Redistributions **	Monthly Payroll posted for Redistributions **	Monthly Payroll posted for Redistributions **	SPD Closed - Month End	