## April 2022

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payroll Processing Begins – Time Admin (TA) starts running, Edit Reports begin (View Gross Pay (VGP) available next day)</td>
<td>[View Gross Pay (VGP) available next day)</td>
<td>[View Gross Pay (VGP) available next day)</td>
<td>[View Gross Pay (VGP) available next day)</td>
<td>[View Gross Pay (VGP) available next day)</td>
</tr>
<tr>
<td>Final Approval – All T&amp;L hours to be approved</td>
<td>[View Gross Pay (VGP) available next day)</td>
<td>[View Gross Pay (VGP) available next day)</td>
<td>[View Gross Pay (VGP) available next day)</td>
<td>[View Gross Pay (VGP) available next day)</td>
</tr>
<tr>
<td>Confirm – Final Calc and Final T&amp;L Load</td>
<td>[View Gross Pay (VGP) available next day)</td>
<td>[View Gross Pay (VGP) available next day)</td>
<td>[View Gross Pay (VGP) available next day)</td>
<td>[View Gross Pay (VGP) available next day)</td>
</tr>
<tr>
<td>Approval Lockout – No access to Approve Payable Time until confirm is complete</td>
<td>[View Gross Pay (VGP) available next day)</td>
<td>[View Gross Pay (VGP) available next day)</td>
<td>[View Gross Pay (VGP) available next day)</td>
<td>[View Gross Pay (VGP) available next day)</td>
</tr>
</tbody>
</table>

### April BIW Pay Periods
- 3/20-4/2
- 4/3-4/16
- 4/17-4/30

### Off-Cycle Payment Processing Days:
- Monday and Wednesday Each Week

#### 1
- Submit BIW PPE 4/2/22 Timesheets
- BIW PSHUP & General Deduction Deadline (PPE 4/2/22)

#### 4
- **BIW** Payroll Processing Begins (PPE 4/2/22)

#### 5
- **BIW** Final Approval & Parking/Dining Deduction Deadline (PPE 4/2/22)

#### 6
- Approval Lockout – Noon*

#### 7
- Approval Lockout – All Day*

#### 8
- **MON** ePAF & PSHUP Deadline (PPE 4/30/22)

#### 11
- **MON** Payroll Processing Begins; Parking/Dining Deduction Deadline (PPE 4/30/22)
- **BIW & MON** Leave Accruals Granted 3/28 & 4/4

#### 12

#### 13
- **BIW** Pay Day (PPE 4/2/22)

#### 14
- **MON** Confirm – Noon (PPE 4/2/22)

#### 15
- Submit BIW PPE 4/16/22 Timesheets
- **BIW** PSHUP & General Deduction Deadline (PPE 4/16/22)

#### 18
- **BIW** Payroll Processing Begins (PPE 4/16/22)

#### 19
- **BIW** Final Approval & Parking/Dining Deduction Deadline (PPE 4/16/22)

#### 20
- Approval Lockout – Noon*

#### 21
- Approval Lockout – All Day*

#### 22

#### 25
- **BIW & MON** Leave Accruals Granted 4/11 & 4/18

#### 26

#### 27
- **BIW** Pay Day (PPE 4/16/22)

#### 28

#### 29
- Submit BIW PPE 4/30/22 Timesheets
- **BIW** PSHUP & General Deduction Deadline (PPE 4/30/22)
- **MON** Pay Day (PPE 4/30/22)