

Monday	Tuesday	Wednesday	Thursday	Friday
Payroll Processing Begins – Time Admin (TA) starts running, Edit Reports begin, and View Gross Pay (VGP) available Final Approval – All T&L hours to be approved Confirm – Final Calc and final T&L Load Approval Lockout – No access to Approve Payable Time until confirm is complete				
<h1>June 2019</h1>			Off-Cycle Payment Processing Days: Monday and Wednesday Each Week	
BIW Pay Periods 5/19-6/1 6/2-6/15 6/16-6/29 6/30-7/13				
3 BIW Payroll Processing Begins (PPE 6/1/19)	4 BIW Final Approval & Parking/Dining Deduction Deadline (PPE 6/1/19)	5 Approval Lockout – Noon*	6 Approval Lockout – All Day* BIW Confirm – Noon (PPE 6/1/19)	7 MON ePAF & PSHUP Deadline PPE 6/30/19 <i>EDR Review (BIW)</i>
10 MON Payroll Processing Begins; Parking/Dining Deduction Deadline (PPE 6/30/19)	11 MON Final Approval (PPE 6/30/19)	12 Approval Lockout – Noon* BIW Pay Day (PPE 6/1/19)	13 Approval Lockout – All Day* MON Confirm (PPE 6/30/19)	14 Submit BIW PPE 6/15/19 Timesheets BIW PSHUP & General Deduction Deadline (PPE 6/15/19) <i>EDR Review (MON)</i>
17 BIW Payroll Processing Begins (PPE 6/15/19)	18 BIW Final Approval & Parking/Dining Deduction Deadline (PPE 6/15/19)	19 Approval Lockout – Noon*	20 Approval Lockout – All Day* BIW Confirm – Noon (PPE 6/15/19)	21 <i>EDR Review (BIW)</i>
24	25	26 BIW Pay Day (PPE 6/15/19)	27	28 Submit BIW PPE 6/29/19 Timesheets BIW PSHUP & General Deduction Deadline (PPE 6/29/19) MON Pay Day (PPE 6/30/19)