<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Payroll Processing Begins</strong> – Time Admin (TA) starts running, Edit Reports begin, and View Gross Pay (VGP) available</td>
<td><strong>Final Approval</strong> – All T&amp;L hours to be approved</td>
<td><strong>Confirm</strong> – Final Calc and final T&amp;L Load</td>
<td><strong>Approval Lockout</strong> – No access to Approve Payable Time until confirm is complete</td>
<td><strong>Off-Cycle Payment Processing Days:</strong> Monday and Wednesday Each Week</td>
</tr>
</tbody>
</table>
| **February BIW Pay Periods** 2/24-3/9 3/10-3/23 3/24-4/6 | | | | 1  
**EDR Review (BIW)** |
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Submit BIW PPE 3/9/19 Timesheets  
**BIW** PSHUP & Non-Feeder Deduction Deadline (PPE 3/9/19) |
| 11  
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**BIW** Final Approval & Deduct Feeder Deadline (PPE 3/9/19) | 13  
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Approval Lockout – All Day*  
**BIW** Confirm – Noon (PPE 3/9/19) | 15  
**MON** ePAF Deadline (PPE 3/31/19)  
**EDR Review (BIW)** |
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**MON** Final Approval (PPE 3/31/19) | 20  
Approval Lockout – Noon*  
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**MON** Confirm (PPE 3/31/19) | 22  
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| 25  
**BIW** Payroll Processing Begins (PPE 3/23/19) | 26  
**BIW** Final Approval & Deduct Feeder Deadline (PPE 3/23/19) | 27  
Approval Lockout – Noon* | 28  
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**BIW** Confirm – Noon (PPE 3/23/19) | 29  
**MON** Pay Day (PPE 3/31/19)  
**EDR Review (BIW)** |

**Notes:**
- Monday, February 24 - March 9: Payroll Processing Begins – Time Admin (TA) starts running, Edit Reports begin, and View Gross Pay (VGP) available
- Tuesday, February 26 - March 23: Final Approval – All T&L hours to be approved
- Wednesday, February 27 - March 24: Confirm – Final Calc and final T&L Load
- Thursday, February 28 - March 25: Approval Lockout – No access to Approve Payable Time until confirm is complete
- Friday, March 1 - 8: Off-Cycle Payment Processing Days: Monday and Wednesday Each Week

**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.

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