

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>September 2019</h1>			Off-Cycle Payment Processing Days: Monday and Wednesday Each Week	
2 Holiday (Labor Day)	3	4 BIW Pay Day (PPE 8/24/19)	5	6 Submit BIW PPE 9/7/19 Timesheets BIW PSHUP & General Deduction Deadline (PPE 9/7/19)
9 BIW Payroll Processing Begins (PPE 9/7/19)	10 BIW Final Approval & Parking/Dining Deduction Deadline (PPE 9/7/19)	11 Approval Lockout – Noon*	12 Approval Lockout – All Day* BIW Confirm – Noon (PPE 9/7/19)	13 MON ePAF & PSHUP Deadline (PPE 9/30/19) <i>EDR Review (BIW)</i>
16 MON Payroll Processing Begins; Parking/Dining Deduction Deadline (PPE 9/30/19)	17 MON Final Approval (PPE 9/30/19)	18 Approval Lockout – Noon* BIW Pay Day (PPE 9/7/19)	19 Approval Lockout – All Day* MON Confirm – Noon (PPE 9/30/19)	20 Submit BIW PPE 9/21/19 Timesheets BIW PSHUP & General Deduction Deadline (PPE 9/21/19) <i>EDR Review (MON)</i>
23 BIW Payroll Processing Begins (PPE 9/21/19)	24 BIW Final Approval & Parking/Dining Deduction Deadline (PPE 9/21/19)	25 Approval Lockout – Noon*	26 Approval Lockout – All Day* BIW Confirm – Noon (PPE 9/21/19)	27 <i>EDR Review (BIW)</i>
30 MON Pay Day (PPE 9/30/19)				BIW Pay Periods 8/25-9/7 9/8-9/21 9/22-10/5