

November

2018

Payroll and Systems Availability* Calendar

*Responsibilities - HRMS Specialist/Records Specialist/Faculty&Staff Reviewer

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 Monthly Pay Date Responsibilities On	2 BW Pay Date Responsibilities On	3 Responsibilities On
4 Responsibilities On	5 Responsibilities On	6 Responsibilities On	7 Responsibilities On	8 Responsibilities On	9 Responsibilities On	10 Responsibilities On
11 Bi-Weekly Pay Period End Date Responsibilities On until 5:00pm	12 Responsibilities Off – Out of System	13 BW Processing Responsibilities Off – Out of System	14 Responsibilities On	15 Responsibilities On	16 BW Pay Date Responsibilities On	17 Responsibilities On
18 Responsibilities On	19 Responsibilities On	20 Responsibilities On	21 UVA Holiday Responsibilities On	22 UVA Holiday Responsibilities On	23 UVA Holiday Responsibilities On	24 Monthly Pay Period End Date Responsibilities On
25 Bi-Weekly Pay Period End Date Responsibilities On until 5:00pm	26 Monthly Processing Responsibilities Off – Out of System	27 BW Processing Responsibilities Off – Out of System	28 Responsibilities On	29 Responsibilities On	30 BW and Monthly Pay Date Responsibilities On	