

June

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 BW Pay Date Responsibilities On	2 Responsibilities On
3 Responsibilities On	4 Responsibilities On	5 Responsibilities On	6 Responsibilities On	7 Responsibilities On	8 Responsibilities On	9 Responsibilities On
10 Bi-Weekly Pay Period End Date Responsibilities On until 5:00pm	11 Responsibilities Off – Out of System	12 BW Processing Responsibilities Off – Out of System	13 Responsibilities On	14 Responsibilities On	15 BW Pay Date Responsibilities On	16 Responsibilities On
17 Responsibilities On	18 Responsibilities On	19 Responsibilities On	20 Responsibilities On	21 Responsibilities On	22 Responsibilities On	23 Responsibilities On
24 Bi-Weekly AND Monthly Pay Period End Dates Responsibilities On until 5:00pm	25 Monthly Processing Responsibilities Off – Out of System	26 BW Processing Responsibilities Off – Out of System	27 Responsibilities On	28 Responsibilities On	29 BW Pay Date Responsibilities On	30 Responsibilities On