

# March

2018

## Payroll and Systems Availability\* Calendar

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

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 <b>Monthly Pay Date</b> Responsibilities On	2 Responsibilities On	3 Responsibilities On
4 Bi-Weekly Pay Period End Date Responsibilities On until 5:00pm	5 Responsibilities Off – Out of System	6 <b>BW Processing</b> Responsibilities Off – Out of System	7 Responsibilities On	8 Responsibilities On	9 <b>UVA Holiday</b> <b>BW Pay Date</b> Responsibilities On	10 Responsibilities On
11 Responsibilities On	12 Responsibilities On	13 Responsibilities On	14 Responsibilities On	15 Responsibilities On	16 Responsibilities On	17 Responsibilities On
18 Bi-Weekly Pay Period End Date Responsibilities On until 5:00pm	19 Responsibilities Off – Out of System	20 <b>BW Processing</b> Responsibilities Off – Out of System	21 Responsibilities On	22 Responsibilities On until 5:00pm	23 <b>Monthly Processing</b> Responsibilities Off-Out of System <b>BW Pay Date</b>	24 Monthly Pay Period End Date Responsibilities On
25 Responsibilities On	26 Responsibilities On	27 Responsibilities On	28 Responsibilities On	29 Responsibilities On	30 <b>Monthly Pay Date</b> Responsibilities On	31 Responsibilities On