

March

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 Responsibilities On	3 Responsibilities On
4 Bi-Weekly Pay Period End Date Responsibilities On until 5:00pm	5 Responsibilities Off – Out of System	6 BW Processing Responsibilities Off – Out of System	7 Responsibilities On	8 Responsibilities On	9 UVA Holiday BW Pay Date 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 BW Processing Responsibilities Off – Out of System	21 Responsibilities On	22 Responsibilities On until 5:00pm	23 Monthly Processing Responsibilities Off-Out of System BW Pay Date	24 Monthly Pay Period End Date Responsibilities On
25 Responsibilities On	26 Responsibilities On	27 Responsibilities On	28 Responsibilities On	29 Responsibilities On	30 Monthly Pay Date Responsibilities On	31 Responsibilities On