

Personnel Transactions Data Entry Deadline Schedule

PAY CHECK NUMBER	PAY DATE	SERVICE PERIOD		DATA ENTRY DATES	EPAF TRANSACTION MUST BE APPROVED AND APPLIED NO LATER THAN 5:00PM
01	01/08/20	12/16/19 - 12/29/19 01/01/20 - 01/14/20 01/01/20 - 01/13/20	BW 9M PF	12/12/19 - 12/13/19 (Future Transactions ONLY) 12/16/19 (All Transactions)**	12/16/19
02	01/22/20	12/30/19 - 01/12/20 01/15/20 - 01/28/20 01/14/20 - 01/27/20	BW 9M PF	01/02/20 - 01/10/20 (All Transactions)	01/10/20
03	02/05/20	01/13/20 - 01/26/20 01/29/20 - 02/11/20 01/28/20 - 02/10/20	BW 9M PF	01/13/20 - 01/15/20 (Future Transactions ONLY) 01/16/20 - 01/24/20 (All Transactions)	01/24/20
04	02/19/20	01/27/20 - 02/09/20 02/12/20 - 02/25/20 02/11/20 - 02/24/20	BW 9M PF	01/27/20 - 01/29/20 (Future Transactions ONLY) 01/30/20 - 02/07/20 (All Transactions)	02/07/20
05	03/04/20	02/10/20 - 02/23/20 02/26/20 - 03/10/20 02/25/20 - 03/09/20	BW 9M PF	02/10/20 - 02/12/20 (Future Transactions ONLY) 02/13/20 - 02/21/20 (All Transactions)	02/21/20
06	03/18/20	02/24/20 - 03/08/20 03/11/20 - 03/24/20 03/10/20 - 03/23/20	BW 9M PF	02/24/20 - 02/26/20 (Future Transactions ONLY) 02/27/20 - 03/06/20 (All Transactions)	03/06/20
07	04/01/20	03/09/20 - 03/22/20 03/25/20 - 04/07/20 03/24/20 - 04/06/20	BW 9M PF	03/09/20 - 03/11/20 (Future Transactions ONLY) 03/12/20 - 03/20/20 (All Transactions)	03/20/20
08	04/15/20	03/23/20 - 04/05/20 04/08/20 - 04/21/20 04/07/20 - 04/20/20	BW 9M,PF	03/23/20 - 03/25/20 (Future Transactions ONLY) 03/26/20 - 04/03/20 (All Transactions)	04/03/20
09	04/29/20	04/06/20 - 04/19/20 04/22/20 - 05/05/20 04/21/20 - 05/04/20	BW 9M PF	04/06/20 - 04/08/20 (Future Transactions ONLY) 04/09/20 - 04/17/20 (All Transactions)	04/17/20
10	05/13/20	04/20/20 - 05/03/20 05/06/20 - 05/14/20 05/05/20 - 05/18/20	BW 9M PF	04/20/20 - 04/22/20 (Future Transactions ONLY) 04/23/20 - 05/01/20 (All Transactions)	05/01/20
11	05/27/20	05/04/20 - 05/17/20 05/19/20 - 06/01/20	BW PF	05/04/20 - 05/06/20 (Future Transactions ONLY) 05/07/20 - 05/15/20 (All Transactions)	05/15/20
12	06/10/20	05/18/20 - 05/31/20 06/02/20 - 06/15/20	BW PF	05/18/20 - 05/20/20 (Future Transactions ONLY) 05/21/20 - 05/29/20 (All Transactions)	05/29/20
13	06/24/20	06/01/20 - 06/14/20 06/16/20 - 06/29/20	BW PF	06/01/20 - 06/03/20 (Future Transactions ONLY) 06/04/20 - 06/12/20 (All Transactions)	06/12/20
14	07/08/20	06/15/20 - 06/28/20 06/30/20 - 07/13/20	BW PF	06/15/20 - 06/17/20 (Future Transactions ONLY) 06/18/20 - 06/26/20 (All Transactions)	06/26/20
15	07/22/20	06/29/20 - 07/12/20 07/14/20 - 07/27/20	BW PF	06/29/20 - 07/01/20 (Future Transactions ONLY)** 07/02/20 - 07/10/20 (All Transactions)	07/10/20
16	08/05/20	07/13/20 - 07/26/20 07/28/20 - 08/10/20	BW PF	07/13/20 - 07/15/20 (Future Transactions ONLY) 07/16/20 - 07/24/20 (All Transactions)	07/24/20
17	08/19/20	07/27/20 - 08/09/20 08/18/20 - 09/01/20 08/11/20 - 08/24/20	BW 9M PF	07/27/20 - 07/29/20 (Future Transactions ONLY) 07/30/20 - 08/07/20 (All Transactions)	08/07/20
18	09/02/20	08/10/20 - 08/23/20 09/02/20 - 09/15/20 08/25/20 - 09/07/20	BW 9M PF	08/10/20 - 08/12/20 (Future Transactions ONLY) 08/13/20 - 08/21/20 (All Transactions)	08/21/20
19	09/16/20	08/24/20 - 09/06/20 09/16/20 - 09/29/20 09/08/20 - 09/21/20	BW 9M PF	08/24/20 - 08/26/20 (Future Transactions ONLY) 08/27/20 - 09/04/20 (All Transactions)**	09/04/20

Personnel Transactions Data Entry Deadline Schedule

PAY CHECK NUMBER	PAY DATE	SERVICE PERIOD		DATA ENTRY DATES	EPAF TRANSACTION MUST BE APPROVED AND APPLIED NO LATER THAN 5:00PM
20	09/30/20	09/07/20 - 09/20/20 09/30/20 - 10/13/20 09/22/20 - 10/05/20	BW 9M PF	09/07/20 - 09/09/20 (Future Transactions ONLY) 09/10/20 - 09/18/20 (All Transactions)	09/18/20
21	10/14/20	09/21/20 - 10/04/20 10/14/20 - 10/27/20 10/06/20 - 10/19/20	BW 9M PF	09/21/20 - 09/23/20 (Future Transactions ONLY) 09/24/20 - 10/02/20 (All Transactions)	10/02/20
22	10/28/20	10/05/20 - 10/18/20 10/28/20 - 11/10/20 10/20/20 - 11/02/20	BW 9M PF	10/05/20 - 10/07/20 (Future Transactions ONLY) 10/08/20 - 10/16/20 (All Transactions)	10/16/20
23	11/11/20	10/19/20 - 11/01/20 11/11/20 - 11/24/20 11/03/20 - 11/16/20	BW 9M PF	10/19/20 - 10/21/20 (Future Transactions ONLY) 10/22/20 - 10/30/20 (All Transactions)	10/30/20
24	11/25/20	11/02/20 - 11/15/20 11/25/20 - 12/08/20 11/17/20 - 11/30/20	BW 9M PF	11/02/20 - 11/04/20 (Future Transactions ONLY) 11/05/20 - 11/13/20 (All Transactions)	11/13/20
25	12/09/20	11/16/20 - 11/29/20 12/09/20 - 12/22/20 12/01/20 - 12/14/20	BW 9M PF	11/16/20 - 11/18/20 (Future Transactions ONLY) 11/19/20 - 11/25/20 (All Transactions)***	11/25/20
26	12/23/20	11/30/20 - 12/13/20 12/23/20 - 12/31/20 12/15/20 - 12/31/20	BW 9M PF	11/30/20 - 12/02/20 (Future Transactions ONLY) 12/03/20 - 12/11/20 (All Transactions)**	12/11/20
01	01/06/21	12/14/20 - 12/27/20 01/01/21 - 01/14/21 01/01/21 - 01/14/21	BW 9M PF	12/14/20 - 12/17/20 (Future Transactions ONLY) 12/18/20 (All Transactions)**	12/18/20
Notes:	** ACCELERATED DEADLINE DUE TO HOLIDAY				
	*** Short data entry period due to Holiday				
	Future transactions will have a personnel date equal to or greater than the first day of the pay period.				
	Corrections are highlighted in yellow.				
Calendar is subject to change.					