

## BI-WEEKLY (PT,PE,CS,CA,CP,PS,FM,TM,EC,AH,VF)

| MONTH<br>EXPENSED/COMMENTS | PAF Due to<br>HR | RUN ID        | PAY<br>PERIOD<br>BEGIN | PAY<br>PERIOD<br>END | WTE<br>Employee<br>Deadline by<br>11:59 p.m. | WTE<br>Approver<br>Deadline by<br>11:59 p.m. | CHECK DATE |
|----------------------------|------------------|---------------|------------------------|----------------------|--|--|------------|
| <b>August</b>              | 08/14/20         | BW18          | 08/02/20               | 08/15/20             | 08/17/20                                     | 08/18/20                                     | 08/27/20   |
| <b>September</b>           | 08/28/20         | BW19          | 08/16/20               | 08/29/20             | 08/31/20                                     | 09/01/20                                     | 09/10/20   |
|                            | 09/11/20         | BW20          | 08/30/20               | 09/12/20             | 09/14/20                                     | 09/15/20                                     | 09/24/20   |
| <b>October</b>             | 09/25/20         | BW21          | 09/13/20               | 09/29/20             | 09/28/20                                     | 09/29/20                                     | 10/08/20   |
|                            | 10/09/20         | BW22          | 09/29/20               | 10/10/20             | 10/12/20                                     | 10/13/20                                     | 10/22/20   |
| <b>November</b>            | 10/23/20         | BW23          | 10/11/20               | 10/24/20             | 10/26/20                                     | 10/27/20                                     | 11/05/20   |
|                            | 11/06/20         | BW24          | 10/25/20               | 11/07/20             | 11/09/20                                     | 11/10/20                                     | 11/19/20   |
| <b>December</b>            | 11/13/20         | <b>**BW25</b> | 11/08/20               | 11/21/20             | 11/19/20                                     | 11/19/20                                     | 12/03/20   |
|                            | 12/04/20         | BW26          | 11/22/20               | 12/05/20             | 12/07/20                                     | 12/08/20                                     | 12/17/20   |
|                            | 12/09/20         | <b>**BW27</b> | 12/06/20               | 12/19/20             | 12/14/20                                     | 12/14/20                                     | 12/23/20   |
| <b>January</b>             | 12/18/20         | BW1           | 12/20/20               | 01/02/21             | 01/04/21                                     | 01/05/21                                     | 01/14/21   |
|                            | 01/15/21         | BW2           | 01/03/21               | 01/16/21             | 01/18/21                                     | 01/19/21                                     | 01/28/21   |
| <b>February</b>            | 01/29/21         | BW3           | 01/17/21               | 01/30/21             | 02/01/21                                     | 02/02/21                                     | 02/11/21   |
|                            | 02/12/21         | BW4           | 01/31/21               | 02/13/21             | 02/15/21                                     | 02/16/21                                     | 02/25/21   |
| <b>March</b>               | 02/26/21         | BW5           | 02/14/21               | 02/27/21             | 03/01/21                                     | 03/02/21                                     | 03/11/21   |
|                            | 03/12/21         | BW6           | 02/28/21               | 03/13/21             | 03/15/21                                     | 03/16/21                                     | 03/25/21   |
| <b>April</b>               | 03/26/21         | BW7           | 03/14/21               | 03/27/21             | 03/29/21                                     | 03/30/21                                     | 04/08/21   |
|                            | 04/09/21         | BW8           | 03/27/21               | 04/10/21             | 04/12/21                                     | 04/13/21                                     | 04/22/21   |
| <b>May</b>                 | 04/23/21         | BW9           | 04/11/21               | 01/24/21             | 04/26/21                                     | 04/27/21                                     | 05/06/21   |
|                            | 05/07/21         | BW10          | 04/25/21               | 05/08/21             | 05/10/21                                     | 05/11/21                                     | 05/20/21   |
| <b>June</b>                | 05/21/21         | BW11          | 05/09/21               | 05/21/21             | 05/24/21                                     | 05/25/21                                     | 06/03/21   |
|                            | 06/04/21         | BW12          | 05/23/21               | 06/05/21             | 06/07/21                                     | 06/08/21                                     | 06/17/21   |
| <b>July</b>                | 06/18/21         | BW13          | 06/06/21               | 06/19/21             | 06/21/21                                     | 06/22/21                                     | 07/01/21   |
|                            | 07/02/21         | BW14          | 06/20/21               | 07/03/21             | 07/05/21                                     | 07/06/21                                     | 07/15/21   |
| <b>August</b>              | 07/16/21         | BW15          | 07/04/21               | 07/17/21             | 07/19/21                                     | 07/20/21                                     | 07/29/21   |
|                            | 07/30/21         | BW16          | 07/18/21               | 07/31/21             | 08/02/21                                     | 08/03/21                                     | 08/12/21   |
|                            | 08/13/21         | BW17          | 08/01/21               | 08/14/21             | 08/16/21                                     | 08/17/21                                     | 08/26/21   |

NOTE: PAFs which are correct, complete (including all appropriate signatures), and received by the appropriate HR office by the "due to" date listed above are guaranteed to be processed to the corresponding check date.

REV 03/2020

**\*\*NOTE for WTE:**

BW 25 all submissions and approvals required by 10 AM Thursday 11/19/20

BW 27 all submissions and approvals required by 10 AM Monday 12/14/20