

2017-2018 MONTHLY BVD DUE DATE AND PAYDAY SCHEDULES

	Pay Period Month	BVD Distributed to Departments	Monthly BVD due in Payroll by 10am	Monthly Pay Date
1	September 2017	Tues September 12	Tues September 19	Mon October 2
2	October 2017	Tues October 10	Tues October 17	Wed November 1
3	November 2017	Wed November 15	Wed November 22	Fri December 1
4	December 2017	Fri December 8	Fri December 15	Mon January 1

Note: To ensure that new employees appear on the BVD and get paid on time, a fully approved EPA Document must be received in the Payroll Department no later than the day before the distribution of the Budget Verification Document (BVD) forms.



****Note:** Rest of the monthly payroll calendar will be available after workday implementation.