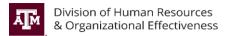
## February 2024 Payroll Processing Schedule



\* Schedule subject to change based on processing requirements. Refer to the Payroll Website for updates.

| Sun | Monday   | Tuesday  | Wednesday   | Thursday   | Friday   | Sat |
|-----|--|--|---|--|--|-----|
|     |  |  |   | 1<br>Monthly Payday  | 2  | 3   |
|     |  |  |   | #24-12 Retro Timesheet<br>& BP Approvals due at 5pm              |  |     |
|     |  |  |   |  |  |     |
| 4   | 5  | 6  | 7   | 8  | 9  | 10  |
|     | #24-12 Timesheets,<br>BP approvals, PPRs,<br>& Time Off Due @ 11am         | #24-12 Pay Calculation Results<br>Report Refreshed @ 10am                              | #24-12 BW Final Pay Calculation<br>Results Report available @ 2pm |  | #24-12 BW Payday   |     |
|     |  | #24-12 Timesheets Locked Only Timekeepers can update                                   |   |  |  |     |
|     | #24-12 Pay Calculation Results Report available @ Noon                     | Run Timekeeper Reports   |   |  |  |     |
|     |  |  |   |  |  |     |
| 11  | 12   | 13   | 14 Monthly Retro BP approvals due @ 5pm                           | 15 Monthly Pay Calculation Results Report Available @ Noon       | 16 Monthly Pay Calculation Results Report Refreshed @ 10am | 17  |
|     |  |  |   | #24-13 Retro Timesheet   |  |     |
|     |  |  |   | & BP Approvals due at 5pm  |  |     |
| 18  | 19   | 20   | 21  | 22   | 23   | 24  |
|     | Monthly Pay Calculation Results Report Refreshed @ 10am #24-13 Timesheets, | Monthly Pay Calculation Results Report Refreshed @ 10am #24-13 Pay Calculation Results | Monthly Pay Calculation<br>Results Report Refreshed<br>@ 10am     | Monthly Final Pay Calculation<br>Results Report available @ 2 pm | #24-13 BW Payday   |     |
|     | BP approvals, PPRs,<br>& Time Off Due @ 11am<br>Monthly PPRs               | Report Refreshed @ 10am<br>#24-13 Timesheets Locked<br>Only Timekeepers can update     | #24-13 BW Final Pay Calculation<br>Results Report available @ 2pm |  |  |     |
|     | Due @ 11am #24-13 Pay Calculation Results                                  | Run Timekeeper Reports<br>Current Monthly BP   |   |  |  |     |
| 25  | Report available @ Noon 26   | approvals Due @ 5pm<br>27  | 28  | 29   |  |     |
|     |  |  |   | #24-14 Retro Timesheets & BP Approvals due at 5pm                |  |     |
|     |  |  |   |  |  |     |
|     |  |  |   |  | Hadatad 7 43   |     |