

June 2024 Payroll Processing Schedule



Division of Human Resources
& Organizational Effectiveness

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

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