March 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
					1 Monthly Payday	**2**
3	**4** #24-14 Timesheets, BP approvals, PPRs, & Time Off Due @ 11am #24-14 Pay Calculation Results Report available @ Noon	**5** #24-14 Pay Calculation Results Report Refreshed @ 10am #24-14 Timesheets Locked Only Timekeepers can update Run Timekeeper Reports	**6** #24-14 BW Final Pay Calculation Results Report available @ 2pm	**7**	**8** #24-14 BW Payday	**9**
10	**11**	**12** #24-15 Retro Timesheet & BP Approvals due at 5pm	**13**	**14**	**15**	**16**
17	**18** #24-15 Timesheets, BP approvals, PPRs, & Time Off Due @ 11am #24-15 Pay Calculation Results Report available @ Noon Monthly Retro BP approvals due @ 5pm	**19** #24-15 Pay Calculation Results Report Refreshed @ 10am #24-15 Timesheets Locked Only Timekeepers can update Run Timekeeper Reports Monthly Pay Calculation Results Report Available @ Noon	**20** Monthly Pay Calculation Results Report Refreshed @ 10am #24-15 BW Final Pay Calculation Results Report available @ 2pm	**21** Monthly Pay Calculation Results Report Refreshed @ 10am Monthly PPRs Due @ 11am	**22** #24-15 BW Payday Monthly Pay Calculation Results Report Refreshed @ 10am Current Monthly BP approvals Due @ 5pm	**23**
24	**25** Monthly Pay Calculation Results Report Refreshed	**26** Monthly Final Pay Calculation Results Report available @ 2 pm	**27** #24-16 Retro Timesheet & BP Approvals due at 5pm	**28**	**29**	**30**
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