

April 2023 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
2	<p>3</p> <p>Monthly Payday</p> <p>#23-16 Timesheets, BP approvals, PPRs, & Time Off Due @ 11am</p> <p>#23-16 Pay Calculation Results Report available @ Noon</p>	<p>4</p> <p>#23-16 Pay Calculation Results Report Refreshed @ 10am</p> <p>#23-16 Timesheets Locked Only Timekeepers can update</p> <p>Run Timekeeper Reports</p>	<p>5</p> <p>#23-16 BW Final Pay Calculation Results Report available @ 2pm</p>	<p>6</p>	<p>7</p> <p>#23-16 BW Payday</p>	8
9	<p>10</p>	<p>11</p>	<p>12</p>	<p>13</p> <p>#23-17 Retro Timesheet & BP Approvals due at 5pm</p>	<p>14</p>	15
16	<p>17</p> <p>#23-17 Timesheets, BP approvals, PPRs, & Time Off Due @ 11am</p> <p>#23-17 Pay Calculation Results Report available @ Noon</p> <p>Monthly Retro BP approvals due @ 5pm</p>	<p>18</p> <p>#23-17 Pay Calculation Results Report Refreshed @ 10am</p> <p>Monthly Pay Calculation Results Report Available @ Noon</p> <p>#23-17 Timesheets Locked Only Timekeepers can update</p> <p>Run Timekeeper Reports</p>	<p>19</p> <p>Monthly Pay Calculation Results Report Refreshed @ 10am</p> <p>#23-17 BW Final Pay Calculation Results Report available @ 2pm</p>	<p>20</p> <p>Monthly Pay Calculation Results Report Refreshed @ 10am</p> <p>Monthly PPRs Due @ 11am</p>	<p>21</p> <p>#23-17 BW Payday</p> <p>Monthly Pay Calculation Results Report Refreshed @ 10am</p> <p>Current Monthly BP approvals Due @ 5pm</p>	22
23	<p>24</p> <p>Monthly Pay Calculation Results Report Refreshed @ 10am</p>	<p>25</p> <p>Monthly Final Pay Calculation Results Report available @ 2 pm</p>	<p>26</p>	<p>27</p> <p>#23-18 Retro Timesheet & BP Approvals due at 5pm</p>	<p>28</p>	29