

# August 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 Monthly Payday	2	3 #23-25 Retro Timesheets & BP Approvals due at 5pm	4	5
6	7 #23-25 Timesheets, BP approvals, PPRs, & Time Off Due @ 11am  #23-25 Pay Calculation Results Report available @ Noon	8 #23-25 Pay Calculation Results Report Refreshed @ 10am  #23-25 Timesheets Locked Only Timekeepers can update  Run Timekeeper Reports	9 #23-25 BW Final Pay Calculation Results Report available @ 2pm	10	11 #23-25 BW Payday	12
13	14	15	16 Monthly Retro BP approvals due @ 5pm	17 Monthly Pay Calculation Results Report Available @ Noon  #23-26 Retro Timesheets & BP Approvals due at 5pm	18 Monthly Pay Calculation Results Report Refreshed @ 10am	19
20	21 #23-26 Timesheets, BP approvals, PPRs, & Time Off Due @ 11am Monthly Pay Calculation Results Report Refreshed @ 10am Monthly PPRs Due @ 11am #23-26 Pay Calculation Results Report available @ Noon	22 #23-26 Pay Calculation Results Report Refreshed @ 10am Monthly Pay Calculation Results Report Refreshed @ 10am Current Monthly BP approvals Due @ 5pm #23-26 Timesheets Locked Only Timekeepers can update Run Timekeeper Reports	23 Monthly Pay Calculation Results Report Refreshed @ 10am  #23-26 BW Final Pay Calculation Results Report available @ 2pm	24 Monthly Final Pay Calculation Results Report available @ 2 pm	25 #23-26 BW Payday	26
27	28	29	30 #24-01 Retro Timesheets & BP Approvals due at 5pm	31		

Updated 6.12.2023