

December 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 #24-07 BW Payday	2
3	4	5	6	7 #24-08 Retro Timesheet & BP Approvals due at 5pm	8	9
10	11 #24-08 Timesheets, BP approvals, PPRs, & Time Off Due @ 11am #24-08 Pay Calculation Results Report available @ Noon Monthly Retro BP approvals due @ 5pm	12 #24-08 Pay Calculation Results Report Refreshed @ 10am #24-08 Timesheets Locked Only Timekeepers can update Run Timekeeper Reports Monthly Pay Calculation Results Report Available @ Noon	13 Monthly Pay Calculation Results Report Refreshed @ 10am #24-08 BW Final Pay Calculation Results Report available @ 2pm #24-09 Retro Timesheet & BP Approvals due at 5pm	14 Monthly Pay Calculation Results Report Refreshed @ 10am	15 #24-08 BW Payday Monthly Pay Calculation Results Report Refreshed @ 10am Monthly PPRs Due @ 11am #24-09 Timesheets, BP approvals, PPRs, & Time Off Due @ 11am #24-09 Pay Calculation Results Report available @ Noon	16
17	18 Monthly Pay Calculation Results Report Refreshed @ 10am #24-09 Pay Calculation Results Report Refreshed @ 10am #24-09 Timesheets Locked Only Timekeepers can update Run Timekeeper Reports Current Monthly BP approvals Due @ 5pm	19 Monthly Pay Calculation Results Report Refreshed @ 10am #24-09 BW Final Pay Calculation Results Report available @ 2pm	20 Monthly Final Pay Calculation Results Report available @ 2 pm	21	22	23
24	25 Winter Break	26 Winter Break	27 Winter Break	28 Winter Break	29 #24-09 BW Payday Winter Break	30