

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