

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