

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