

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