

August 2024 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 #24-25 Retro Timesheets & BP Approvals due at 5pm	2	3
4	5 #24-25 Timesheets, BP approvals, PPRs, & Time Off Due @ 11am #24-25 Pay Calculation Results Report available @ Noon	6 #24-25 Pay Calculation Results Report Refreshed @ 10am #24-25 Timesheets Locked Only Timekeepers can update Run Timekeeper Reports	7 #24-25 BW Final Pay Calculation Results Report available @ 2pm	8	9 #24-25 BW Payday	10
11	12	13	14	15 #24-26 Retro Timesheets & BP Approvals due at 5pm	16	17
18	19 #24-26 Timesheets, BP approvals, PPRs, & Time Off Due @ 11am #24-26 Pay Calculation Results Report available @ Noon Monthly Retro BP approvals due @ 5pm	20 #24-26 Pay Calculation Results Report Refreshed @ 10am #24-26 Timesheets Locked Only Timekeepers can update Run Timekeeper Reports Monthly Pay Calculation Results Report Available @ Noon	21 #24-26 BW Final Pay Calculation Results Report available @ 2pm Monthly Pay Calculation Results Report Refreshed @ 10am	22 Monthly Pay Calculation Results Report Refreshed @ 10am Monthly PPRs Due @ 11am	23 #24-26 BW Payday Monthly Pay Calculation Results Report Refreshed @ 10am Current Monthly BP approvals Due @ 5pm	24
25	26 Monthly Pay Calculation Results Report Refreshed @ 10am	27 Monthly Final Pay Calculation Results Report available @ 2 pm	28 #25-01 Retro Timesheets & BP Approvals due at 5pm	29	30	31