

# December 2024 Payroll Processing Calendar



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 Monthly Payday	3	4	5 #25-08 Retro Timesheets & BP Approvals due at 5pm	6	7
8	9 #25-08 Timesheets, BP Approvals, PPRs, & Time Off Due @ 11am  #25-08 Pay Calculation Results Report available @ noon	10 #25-08 Pay Calculation Results Report Refreshed @ 10am  #25-08 Timesheets Locked Only Timekeepers can update  Run Timekeeper Reports  Final #25-08 BW refresh @ Midnight	11 #25-08 BW Final Pay Calculation Report available after noon  Monthly Retro BP approvals due @ 5pm	12 Monthly Pay Calculation Results Report available @ Noon  #25-09 Retro Timesheets & BP Approvals due at 5pm	13 #25-08 BW Payday  Monthly Pay Calculation Report Refreshed @ 10am	14
15	16 #25-09 Timesheets, BP Approvals, PPRs, & Time Off Due @ 11am  #25-09 Pay Calculation Results Report available @ noon  Monthly Pay Calculation Report Refreshed @ 10am  Monthly PPRs Due @ 11am	17 #25-09 Pay Calculation Results Report Refreshed @ 10am  #25-09 Timesheets Locked Only Timekeepers can update  Monthly Pay Calculation Results Report Refreshed @ 10am  Current Monthly BP approvals due @ 5pm  Run Timekeeper Reports  Final #25-09 BW refresh @ Midnight	18 #25-09 BW Final Pay Calculation Report available after noon  Monthly Pay Calculation Report Refreshed @ 10am  Final Monthly refresh @ Midnight	19 Monthly Final Pay Calculation Report available after noon	20	21
22	23	24 <b>Winter Break</b>	25 <b>Winter Break</b>	26 <b>Winter Break</b>	27 #25-09 BW Payday  <b>Winter Break</b>	28
29	30 <b>Winter Break</b>	31 <b>Winter Break</b>				