

February 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
				<p>1 Monthly Payday</p> <p>#24-12 Retro Timesheet & BP Approvals due at 5pm</p>	<p>2</p>	<p>3</p>
<p>4</p>	<p>5 #24-12 Timesheets, BP approvals, PPRs, & Time Off Due @ 11am #24-12 Pay Calculation Results Report available @ Noon</p>	<p>6 #24-12 Pay Calculation Results Report Refreshed @ 10am #24-12 Timesheets Locked Only Timekeepers can update Run Timekeeper Reports</p>	<p>7 #24-12 BW Final Pay Calculation Results Report available @ 2pm</p>	<p>8</p>	<p>9 #24-12 BW Payday</p>	<p>10</p>
<p>11</p>	<p>12</p>	<p>13</p>	<p>14 Monthly Retro BP approvals due @ 5pm</p>	<p>15 Monthly Pay Calculation Results Report Available @ Noon #24-13 Retro Timesheet & BP Approvals due at 5pm</p>	<p>16 Monthly Pay Calculation Results Report Refreshed @ 10am</p>	<p>17</p>
<p>18</p>	<p>19 Monthly Pay Calculation Results Report Refreshed @ 10am #24-13 Timesheets, BP approvals, PPRs, & Time Off Due @ 11am Monthly PPRs Due @ 11am #24-13 Pay Calculation Results Report available @ Noon</p>	<p>20 Monthly Pay Calculation Results Report Refreshed @ 10am #24-13 Pay Calculation Results Report Refreshed @ 10am #24-13 Timesheets Locked Only Timekeepers can update Run Timekeeper Reports Current Monthly BP approvals Due @ 5pm</p>	<p>21 Monthly Pay Calculation Results Report Refreshed @ 10am #24-13 BW Final Pay Calculation Results Report available @ 2pm</p>	<p>22 Monthly Final Pay Calculation Results Report available @ 2 pm</p>	<p>23 #24-13 BW Payday</p>	<p>24</p>
<p>25</p>	<p>26</p>	<p>27</p>	<p>28</p>	<p>29 #24-14 Retro Timesheets & BP Approvals due at 5pm</p>		