

# January 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><b>1</b></p> <p>Winter Break</p>	<p><b>2</b></p> <p>Monthly Payday</p>	<p><b>3</b></p>	<p><b>4</b></p> <p>#24-10 Retro Timesheet &amp; BP Approvals due at 5pm</p>	<p><b>5</b></p>	<p><b>6</b></p>
<p><b>7</b></p>	<p><b>8</b></p> <p>#24-10 Timesheets, BP approvals, &amp; PPRs, &amp; Time Off Due @ 11am</p> <p>#24-10 Pay Calculation Results Report available @ Noon</p>	<p><b>9</b></p> <p>#24-10 Pay Calculation Results Report Refreshed @ 10am</p> <p>#24-10 Timesheets Locked Only Timekeepers can update</p> <p>Run Timekeeper Reports</p>	<p><b>10</b></p> <p>#24-10 BW Final Pay Calculation Results Report available @ 2pm</p>	<p><b>11</b></p>	<p><b>12</b></p> <p>#24-10 BW Payday</p>	<p><b>13</b></p>
<p><b>14</b></p>	<p><b>15</b></p> <p>Martin Luther King Jr Day</p>	<p><b>16</b></p>	<p><b>17</b></p> <p>Monthly Retro BP approvals due @ 5pm</p>	<p><b>18</b></p> <p>Monthly Pay Calculation Results Report Available @ Noon</p> <p>#24-11 Retro Timesheet &amp; BP Approvals due at 5pm</p>	<p><b>19</b></p> <p>Monthly Pay Calculation Results Report Refreshed @ 10am</p>	<p><b>20</b></p>
<p><b>21</b></p>	<p><b>22</b></p> <p>Monthly Pay Calculation Results Report Refreshed @ 10am</p> <p>Monthly PPRs Due @ 11am</p> <p>#24-11 Timesheets, BP approvals, PPRs, &amp; Time Off Due @ 11am</p> <p>#24-11 Pay Calculation Results Report available @ Noon</p>	<p><b>23</b></p> <p>Monthly Pay Calculation Results Report Refreshed @ 10am</p> <p>#24-11 Pay Calculation Results Report Refreshed @ 10am</p> <p>#24-11 Timesheets Locked Only Timekeepers can update</p> <p>Run Timekeeper Reports</p> <p>Current Monthly BP approvals Due @ 5pm</p>	<p><b>24</b></p> <p>Monthly Pay Calculation Results Report Refreshed @ 10am</p> <p>#24-11 BW Final Pay Calculation Results Report available @ 2pm</p>	<p><b>25</b></p> <p>Monthly Final Pay Calculation Results Report available @ 2 pm</p>	<p><b>26</b></p> <p>#24-11 BW Payday</p>	<p><b>27</b></p>
<p><b>28</b></p>	<p><b>29</b></p>	<p><b>30</b></p>	<p><b>31</b></p>			