

May 2024 Payroll Processing Schedule

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