

November 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 Monthly Payday #25-05 BW Payday | 2 |
| 3 | 4 | 5 | 6 | 7 #25-06 Retro Timesheets & BP Approvals due at 5pm | 8 | 9 |
| 10 | 11 #25-06 Timesheets, BP Approvals, PPRs, & Time Off Due @ 11am #25-06 Pay Calculation Results Report available @ noon | 12 #25-06 Pay Calculation Results Report Refreshed @ 10am #25-06 Timesheets Locked Only Timekeepers can update Run Timekeeper Reports Final #25-06 BW refresh @ Midnight | 13 #25-06 BW Final Pay Calculation Report available after noon Monthly Retro BP approvals due @ 5pm | 14 Monthly Pay Calculation Results Report available @ Noon | 15 #25-06 BW Payday Monthly Pay Calculation Report Refreshed @ 10am | 16 |
| 17 | 18 Monthly Pay Calculation Report Refreshed @ 10am Monthly PPRs Due @ 11am | 19 Monthly Pay Calculation Results Report Refreshed @ 10am Current Monthly BP approvals due @ 5pm | 20 Monthly Pay Calculation Report Refreshed @ 10am Final Monthly refresh @ Midnight #25-07 Retro Timesheets & BP Approvals due at 5pm | 21 Monthly Final Pay Calculation Report available after noon | 22 #25-07 Timesheets, BP Approvals, PPRs, & Time Off Due @ 11am #25-07 Pay Calculation Results Report available @ noon | 23 |
| 24 | 25 #25-07 Pay Calculation Results Report Refreshed @ 10am #25-07 Timesheets Locked Only Timekeepers can update Run Timekeeper Reports Final #25-07 BW refresh @ Midnight | 26 #25-07 BW Final Pay Calculation Report available after noon | 27 | 28 Thanksgiving Day | 29 #25-07 BW Payday Thanksgiving Day | 30 |