

October 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 #25-03 Pay Calculation Results Report Refreshed @ 10am #25-03 Timesheets Locked Only Timekeepers can update Run Timekeepers Reports Final #25-03 BW refresh @ Midnight	2 #25-03 BW Final Pay Calculation Results Report available after noon	3	4 #25-03 BW Payday	5
6	7	8	9	10 #25-04 Retro Timesheets & BP Approvals due at 5pm	11	12
13	14 #25-04 Timesheets, BP Approvals, PPRs, & Time Off Due @ 11am #25-04 Pay Calculation Results Report available @ noon	15 #25-04 Pay Calculation Results Report Refreshed @ 10am #25-04 Timesheets Locked Only Timekeepers can update Run Timekeeper Reports Final #25-04 BW refresh @ Midnight	16 #25-04 BW Final Pay Calculation Report available after noon Monthly Retro BP approvals due @ 5pm	17 Monthly Pay Calculation Results Report available @ Noon	18 #25-04 BW Payday Monthly Pay Calculation Report Refreshed @ 10am	19
20	21 Monthly Pay Calculation Report Refreshed @ 10am Monthly PPRs Due @ 11am	22 Monthly Pay Calculation Results Report Refreshed @ 10am Current Monthly BP approvals due @ 5pm	23 Monthly Pay Calculation Report Refreshed @ 10am Final Monthly refresh @ Midnight	24 Monthly Final Pay Calculation Report available @ after noon #25-05 Retro Timesheets & BP Approvals due at 5pm	25	26
27	28 #25-05 Timesheets, BP Approvals, PPRs, & Time Off Due @ 11am #25-05 Pay Calculation Results Report available @ noon	29 #25-05 Pay Calculation Results Report Refreshed @ 10am #25-05 Timesheets Locked Only Timekeepers can update Run Timekeeper Reports Final #25-05 BW refresh @ Midnight	30 #25-05 BW Final Pay Calculation Report available after noon	31		