September 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	2 **Labor Day**	3 Monthly Payday #25-01 Pay Calculation Results Report Refreshed @ 10am #25-01 Timesheets Locked Only Timekeepers can update Run Timekeepers Reports Final #25-01 BW refresh @ Midnight	4 #25-01 BW Final Pay Calculation Report available after noon	5	6 #25-01 BW Payday	7
8	9	10	11	12 #25-02 Retro Timesheets & BP Approvals due at 5pm	13	14
15	16 #25-02 Pay Calculation Results Report available @ noon #25-02 Timesheets, BP Approvals, PPRs, & Time off Due @ 11am Monthly Retro BP approvals due @ 5pm	17 #25-02 Pay Calculation Results Report Refreshed @ 10am #25-02 Timesheets Locked Only Timekeepers can update Run Timekeeper Reports Final #25-02 BW refresh @ Midnight Monthly Pay Calculation Results Report available @ Noon	18 #25-02 BW Final Pay Calculation Report available after noon Monthly Pay Calculation Results Report Refreshed @ 10am	19 Monthly Pay Calculation Report Refreshed @ 10am Monthly PPRs Due @ 11am	20 #25-02 BW Payday Monthly Pay Calculation Report Refreshed @ 10am Current Monthly BP approvals due @ 5pm	21
22	23 Monthly Pay Calculation Report Refreshed @ 10am Final Monthly refresh @ Midnight	24 Monthly Final Pay Calculation Report available after noon	25	26 #25-03 Retro Timesheets & BP Approvals due at 5pm	27	28
29	30 #25-03 Pay Calculation Results Report available @ noon #25-03 Timesheets, BP Approvals, PPRs, & Time off Due @ 11am					

Updated: 7/15/2024