

April 2025 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
		<p>1</p> <p>Monthly Payday</p> <p>#25-16 Pay Calculation Results Report Refreshed @ 10am</p> <p>#25-16 Timesheets Locked Only Timekeepers can update</p> <p>Run Timekeeper Reports</p> <p>Final #25-16 BW refresh @ Midnight</p>	<p>2</p> <p>#25-16 BW Final Pay Calculation Report available after noon</p>	<p>3</p>	<p>4</p> <p>#25-16 BW Payday</p>	<p>5</p>
6	7	8	9	<p>10</p> <p>#25-17 Retro Timesheets & BP Approvals due at 5pm</p>	11	12
13	<p>14</p> <p>#25-17 Timesheets, BP Approvals, PPRs, & Time Off Due @ 11am</p> <p>#25-17 Pay Calculation Results Report available @ noon</p>	<p>15</p> <p>#25-17 Pay Calculation Results Report Refreshed @ 10am</p> <p>#25-17 Timesheets Locked Only Timekeepers can update</p> <p>Run Timekeeper Reports</p> <p>Final #25-17 BW refresh @ Midnight</p>	<p>16</p> <p>#25-17 BW Final Pay Calculation Report available after noon</p> <p>Monthly Retro BP approvals due @ 5pm</p>	<p>17</p> <p>Monthly Pay Calculation Results Report available @ Noon</p>	<p>18</p> <p>#25-17 BW Payday</p> <p>Monthly Pay Calculation Report Refreshed @ 10am</p>	19
20	<p>21</p> <p>Monthly Pay Calculation Report Refreshed @ 10am</p> <p>Monthly PPRs Due @ 11am</p>	<p>22</p> <p>Monthly Pay Calculation Results Report Refreshed @ 10am</p> <p>Current Monthly BP approvals due @ 5pm</p>	<p>23</p> <p>Monthly Pay Calculation Report Refreshed @ 10am</p> <p>Final Monthly refresh @ Midnight</p>	<p>24</p> <p>Monthly Final Pay Calculation Report available after noon</p> <p>#25-18 Retro Timesheets & BP Approvals due at 5pm</p>	25	26
27	<p>28</p> <p>#25-18 Timesheets, BP Approvals, PPRs, & Time Off Due @ 11am</p> <p>#25-18 Pay Calculation Results Report available @ noon</p>	<p>29</p> <p>#25-18 Pay Calculation Results Report Refreshed @ 10am</p> <p>#25-18 Timesheets Locked Only Timekeepers can update</p> <p>Run Timekeeper Reports</p> <p>Final #25-18 BW refresh @ Midnight</p>	<p>30</p> <p>#25-18 BW Final Pay Calculation Report available after noon</p>			