

# February 2025 Payroll Processing Calendar



\*Schedule Subject to change based on processing requirements. Refer to the Payroll Website for updates.

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