

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