

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