

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