

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