

December 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	3	4 #26-08 Retro Timesheets & BP Approvals due at 5pm	5	6
7	8 #26-08 Timesheets, BP Approvals, PPRs, & Time Off Due @ 11am #26-08 Pay Calculation Results Report available @ noon	9 #26-08 Pay Calculation Results Report Refreshed @ 10am #26-08 Timesheets Locked Only Timekeepers can update Run Timekeeper Reports Final #26-08 BW refresh @ Midnight	10 #26-08 BW Final Pay Calculation Report available after noon Monthly Retro BP approvals due @ 5pm	11 Monthly Pay Calculation Results Report available @ Noon #26-09 Retro Timesheets & BP Approvals due at 5pm	12 #26-08 BW Payday Monthly Pay Calculation Report Refreshed @ 10am	13
14	15 #26-09 Timesheets, BP Approvals, PPRs, & Time Off Due @ 11am #26-09 Pay Calculation Results Report available @ noon Monthly Pay Calculation Report Refreshed @ 10am Monthly PPRs Due @ 11am	16 #26-09 Pay Calculation Results Report Refreshed @ 10am #26-09 Timesheets Locked Only Timekeepers can update Monthly Pay Calculation Results Report Refreshed @ 10am Current Monthly BP approvals due @ 5pm Run Timekeeper Reports Final #26-09 BW refresh @ Midnight	17 #26-09 BW Final Pay Calculation Report available after noon Monthly Pay Calculation Report Refreshed @ 10am Final Monthly refresh @ Midnight	18 Monthly Final Pay Calculation Report available after noon	19	20
21	22	23 #26-10 Retro Timesheets & BP Approvals due at 5pm	24 Winter Break	25 Winter Break	26 #26-09 BW Payday Winter Break	27
28	29 Winter Break	30 Winter Break	31 Winter Break			