

# November 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   | 3<br>Monthly Payday  | 4  | 5<br>#26-06 Retro Timesheets & BP Approvals due at 5pm   | 6   | 7  | 8   |
| 9   | 10<br>#26-06 Timesheets, BP Approvals, PPRs, & Time Off Due @ 11am<br><br>#26-06 Pay Calculation Results Report available @ noon   | 11<br>#26-06 Pay Calculation Results Report Refreshed @ 10am<br><br>#26-06 Timesheets Locked Only Timekeepers can update<br><br>Run Timekeeper Reports<br><br>Final #26-06 BW refresh @ Midnight | 12<br>#26-06 BW Final Pay Calculation Report available after noon<br><br>Monthly Retro BP approvals due @ 5pm  | 13<br>Monthly Pay Calculation Results Report available @ Noon   | 14<br>#26-06 BW Payday<br><br>Monthly Pay Calculation Report Refreshed @ 10am  | 15  |
| 16  | 17<br>Monthly Pay Calculation Report Refreshed @ 10am<br><br>Monthly PPRs Due @ 11am   | 18<br>Monthly Pay Calculation Results Report Refreshed @ 10am<br><br>Current Monthly BP approvals due @ 5pm  | 19<br>Monthly Pay Calculation Report Refreshed @ 10am<br><br>Final Monthly refresh @ Midnight<br><br>#26-07 Retro Timesheets & BP Approvals due at 5pm | 20<br>Monthly Final Pay Calculation Report available after noon | 21<br>#26-07 Timesheets, BP Approvals, PPRs, & Time Off Due @ 11am<br><br>#26-07 Pay Calculation Results Report available @ noon | 22  |
| 23  | 24<br>#26-07 Pay Calculation Results Report Refreshed @ 10am<br><br>#26-07 Timesheets Locked Only Timekeepers can update<br><br>Run Timekeeper Reports<br><br>Final #26-07 BW refresh @ Midnight | 25<br>#26-07 BW Final Pay Calculation Report available after noon  | 26   | 27<br><br><b>Thanksgiving Day</b>                               | 28<br>#26-07 BW Payday<br><br><b>Thanksgiving Day</b>  | 29  |
| 30  |  |  |  |   |  |     |

Updated: 06/12/2025