

# 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
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2	3 Monthly Payday	4	5 #26-06 Retro Timesheets & BP Approvals due at 5pm	6	7	8
9	10 #26-06 Timesheets, BP Approvals, PPRs, & Time Off Due @ 11am  #26-06 Pay Calculation Results Report available @ noon	11 #26-06 Pay Calculation Results Report Refreshed @ 10am  #26-06 Timesheets Locked Only Timekeepers can update  Run Timekeeper Reports  Final #26-06 BW refresh @ Midnight	12 #26-06 BW Final Pay Calculation Report available after noon  Monthly Retro BP approvals due @ 5pm	13 Monthly Pay Calculation Results Report available @ Noon	14 #26-06 BW Payday  Monthly Pay Calculation Report Refreshed @ 10am	15
16	17 Monthly Pay Calculation Report Refreshed @ 10am  Monthly PPRs Due @ 11am	18 Monthly Pay Calculation Results Report Refreshed @ 10am  Current Monthly BP approvals due @ 5pm	19 Monthly Pay Calculation Report Refreshed @ 10am  Final Monthly refresh @ Midnight  #26-07 Retro Timesheets & BP Approvals due at 5pm	20 Monthly Final Pay Calculation Report available after noon	21 #26-07 Timesheets, BP Approvals, PPRs, & Time Off Due @ 11am  #26-07 Pay Calculation Results Report available @ noon	22
23	24 #26-07 Pay Calculation Results Report Refreshed @ 10am  #26-07 Timesheets Locked Only Timekeepers can update  Run Timekeeper Reports  Final #26-07 BW refresh @ Midnight	25 #26-07 BW Final Pay Calculation Report available after noon	26	27  Thanksgiving Day	28 #26-07 BW Payday  Thanksgiving Day	29
30						

Updated: 06/12/2025