

# September 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 <b>Labor Day</b>	2 Monthly Payday #26-01 Pay Calculation Results Report Refreshed @ 10am #26-01 Timesheets Locked Only Timekeepers can update Run Timekeepers Reports Final #26-01 BW refresh @ Midnight	3 #26-01 BW Final Pay Calculation Report available after noon	4	5 #26-01 BW Payday	6
7	8	9	10	11 #26-02 Retro Timesheets & BP Approvals due at 5pm	12	13
14	15 #26-02 Pay Calculation Results Report available @ noon #26-02 Timesheets, BP Approvals, PPRs, & Time off Due @ 11am	16 #26-02 Pay Calculation Results Report Refreshed @ 10am #26-02 Timesheets Locked Only Timekeepers can update Run Timekeeper Reports Final #26-02 BW refresh @ Midnight Monthly Retro BP approvals due @ 5pm	17 #26-02 BW Final Pay Calculation Report available after noon Monthly Pay Calculation Results Report available @ Noon	18 Monthly Pay Calculation Report Refreshed @ 10am	19 #26-02 BW Payday Monthly Pay Calculation Report Refreshed @ 10am Monthly PPRs Due @ 11am	20
21	22 Monthly Pay Calculation Report Refreshed @ 10am Current Monthly BP approvals due @ 5pm	23 Monthly Pay Calculation Report Refreshed @ 10am Final Monthly refresh @ Midnight	24 Monthly Final Pay Calculation Report available after noon	25 #26-03 Retro Timesheets & BP Approvals due at 5pm	26	27
28	29 #26-03 Pay Calculation Results Report available @ noon #26-03 Timesheets, BP Approvals, PPRs, & Time off Due @ 11am	30 #26-03 Pay Calculation Results Report Refreshed @ 10am #26-03 Timesheets Locked Only Timekeepers can update Run Timekeeper Reports Final #26-03 BW refresh @ Midnight				

Updated: 06/12/2025