

# April 2026 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 #26-16 BW Final Pay Calculation Report available after noon  Monthly Payday	2	3 #26-16 BW Payday	4
5	6	7	8	9 #26-17 Retro Timesheets & BP Approvals due at 5pm	10	11
12	13 #26-17 Timesheets, BP Approvals, PPRs, & Time Off Due @ 11am  #26-17 Pay Calculation Results Report available @ noon	14 #26-17 Pay Calculation Results Report Refreshed @ 10am  #26-17 Timesheets Locked Only Timekeepers can update  Run Timekeeper Reports  Final #26-17 BW refresh @ Midnight	15 #26-17 BW Final Pay Calculation Report available after noon  Monthly Retro BP approvals due @ 5pm	16 Monthly Pay Calculation Results Report available @ Noon	17 #26-17 BW Payday  Monthly Pay Calculation Report Refreshed @ 10am	18
19	20 Monthly Pay Calculation Report Refreshed @ 10am  Monthly PPRs Due @ 11am	21 Monthly Pay Calculation Results Report Refreshed @ 10am  Current Monthly BP approvals due @ 5pm	22 Monthly Pay Calculation Report Refreshed @ 10am  Final Monthly refresh @ Midnight	23 Monthly Final Pay Calculation Report available after noon  #26-18 Retro Timesheets & BP Approvals due at 5pm	24	25
26	27 #26-18 Timesheets, BP Approvals, PPRs, & Time Off Due @ 11am  #26-18 Pay Calculation Results Report available @ noon	28 #26-18 Pay Calculation Results Report Refreshed @ 10am  #26-18 Timesheets Locked Only Timekeepers can update  Run Timekeeper Reports  Final #26-18 BW refresh @ Midnight	29 #26-18 BW Final Pay Calculation Report available after noon	30		