

March 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	2 Monthly Payday #26-14 Timesheets, BP Approvals, PPRs, & Time Off Due @ 11am #26-14 Pay Calculation Results Report available @ noon	3 #26-14 Pay Calculation Results Report Refreshed @ 10am #26-14 Timesheets Locked Only Timekeepers can update Run Timekeeper Reports Final #26-14 BW refresh @ Midnight	4 #26-14 BW Final Pay Calculation Report available after noon	5	6 #26-14 BW Payday	7
8	9 #26-15 Retro Timesheets & BP Approvals due at 5pm	10	11	12 Spring Break	13 Spring Break	14
15	16 #26-15 Timesheets, BP Approvals, PPRs, & Time Off Due @ 11am #26-15 Pay Calculation Results Report available @ noon Monthly Retro BP approvals due @ 5pm	17 #26-15 Pay Calculation Results Report Refreshed @ 10am #26-15 Timesheets Locked Only Timekeepers can update Run Timekeeper Reports Final #26-15 BW refresh @ Midnight Monthly Pay Calculation Results Report available @ 12pm	18 #26-15 BW Final Pay Calculation Report available after noon Monthly Pay Calculation Report Refreshed @ 10am	19 Monthly Pay Calculation Report Refreshed @ 10am Monthly PPRs Due @ 11am	20 #26-15 BW Payday Monthly Pay Calculation Results Report Refreshed @ 10am Current Monthly BP approvals due @ 5pm	21
22	23 Monthly Pay Calculation Report Refreshed @ 10am Final Monthly refresh @ Midnight	24 Monthly Final Pay Calculation Report available after noon	25	26 #26-16 Retro Timesheets & BP Approvals due at 5pm	27	28
29	30 #26-16 Timesheets, BP Approvals, PPRs, & Time Off Due @ 11am #26-16 Pay Calculation Results Report available @ noon	31 #26-16 Pay Calculation Results Report Refreshed @ 10am #26-16 Timesheets Locked Only Timekeepers can update Run Timekeeper Reports Final #26-16 BW refresh @ Midnight				