

December 2022 Payroll Processing Schedule



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 Monthly Payday	2 #23-07 BW Payday	3
4	5	6	7	8 #23-08 Retro Timesheet & BP Approvals due at 5pm	9	10
11	12 #23-08 Timesheets, BP approvals, PPRs, & Time Off Due @ 11am #23-08 Pay Calculation Results Report available @ Noon Monthly Retro BP approvals due @ 5pm	13 #23-08 Pay Calculation Results Report Refreshed @ 10am Monthly Pay Calculation Results Report Available @ Noon #23-08 Timesheets Locked Only Timekeepers can update Run Timekeeper Reports	14 Monthly Pay Calculation Results Report Refreshed @ 10am #23-08 BW Final Pay Calculation Results Report available @ 2pm #23-09 Retro Timesheet & BP Approvals due at 5pm	15 Monthly Pay Calculation Results Report Refreshed @ 10am	16 #23-08 BW Payday Monthly Pay Calculation Results Report Refreshed @ 10am #23-09 Timesheets, BP approvals, PPRs, & Time Off Due @ 11am #23-09 Pay Calculation Results Report available @ Noon Monthly PPRs Due @ 11am	17
18	19 Monthly Pay Calculation Results Report Refreshed @ 10am #23-09 Pay Calculation Results Report Refreshed @ 10am #23-09 Timesheets Locked Only Timekeepers can update Run Timekeeper Reports Current Monthly BP approvals Due @ 5pm	20 Monthly Pay Calculation Results Report Refreshed @ 10am #23-09 BW Final Pay Calculation Results Report available @ 2pm	21 Monthly Final Pay Calculation Results Report available @ 2 pm	22	23	24
25	26 Winter Break	27 Winter Break	28 Winter Break	29 Winter Break	30 #23-09 BW Payday Winter Break	31