

# November 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
		<b>1</b> <b>Monthly Payday</b> <b>#23-05 Pay Calculation Results Report Refreshed @ 10am</b> <b>#23-05 Timesheets Locked Only Timekeepers can update</b> <b>Run Timekeeper Reports</b>	<b>2</b> <b>#23-05 BW Final Pay Calculation Results Report available @ 2pm</b>	<b>3</b>	<b>4</b> <b>#23-05 BW Payday</b>	<b>5</b>
6	7	8	9	<b>10</b> <b>#23-06 Retro Timesheets &amp; BP Approvals due at 5pm</b>	11	12
13	<b>14</b> <b>#23-06 Timesheets, BP approvals, &amp; PPRs, &amp; Time Off Due @ 11am</b> <b>#23-06 Pay Calculation Results Report available @ Noon</b> <b>Monthly Retro BP approvals due @ 5pm</b>	<b>15</b> <b>#23-06 Pay Calculation Results Report Refreshed @ 10am</b> <b>Monthly Pay Calculation Results Report Available @ Noon</b> <b>#23-06 Timesheets Locked Only Timekeepers can update</b> <b>Run Timekeeper Reports</b>	<b>16</b> <b>Monthly Pay Calculation Results Report Refreshed @ 10am</b> <b>#23-06 BW Final Pay Calculation Results Report available @ 2pm</b>	<b>17</b> <b>Monthly Pay Calculation Results Report Refreshed @ 10am</b> <b>Monthly PPRs Due @ 11am</b>	<b>18</b> <b>#23-06 BW Payday</b> <b>Monthly Pay Calculation Results Report Refreshed @ 10am</b> <b>Current Monthly BP approvals Due @ 5pm</b>	19
20	<b>21</b> <b>Monthly Pay Calculation Results Report Refreshed @ 10am</b> <b>#23-07 Retro Timesheets &amp; BP Approvals due at 5pm</b>	<b>22</b> <b>Monthly Final Pay Calculation Results Report available @ 2 pm</b>	23	<b>24</b> <b>Thanksgiving Holiday</b>	<b>25</b> <b>Thanksgiving Holiday</b>	26
27	<b>28</b> <b>#23-07 Timesheets, BP approvals, &amp; PPRs, &amp; Time Off Due @ 11am</b> <b>#23-07 Pay Calculation Results Report available @ Noon</b>	<b>29</b> <b>#23-07 Pay Calculation Results Report Refreshed @ 10am</b> <b>#23-07 Timesheets Locked Only Timekeepers can update</b> <b>Run Timekeeper Reports</b>	<b>30</b> <b>#23-07 BW Final Pay Calculation Results Report available @ 2pm</b>			