

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