



Payroll Processing Calendar Key

The Payroll Processing Calendar has due dates for biweekly and monthly Payroll for each month and Report availability. Including retro deadlines and current biweekly and monthly payroll cycle deadlines. The Retro deadlines are earlier than current and are highlighted in yellow. Retro is anything covered prior to the current biweekly or monthly payroll cycle.

Biweekly Payroll: The biweekly payroll cycle has eleven different deadlines for each pay period listed on the monthly Payroll Processing Calendar. There are 26 biweekly pay periods for each fiscal year which can be found on the Biweekly Pay Schedule at the payroll Website.

1. The first deadline for a biweekly cycle is **Retro Timesheets due at 5pm**. In the sample below it is asking for anything prior to #21-01 which means **#21** (fiscal year 2021) – **01** (pay period 01 – 8.23.2020 through 9.05.2020 as per the biweekly pay schedule).

2. The second deadline for a biweekly payroll cycle is **BP** (Business Processes) **Approvals due at 5pm** affecting the employee's check prior to the first biweekly pay period for fiscal year 2021 (Business Processes effective prior to 8.23.2020 for this example)

**#21-01 Retro Timesheets
& BP Approvals due at 5pm**

3. The third deadline for a biweekly payroll cycle is **Timesheets & Time Off** Requests for the current pay period. Listed on the calendar as **#21-01 Timesheets** and **Time Off Due @ 11am**.

4. The fourth deadline for a biweekly payroll cycle is **BP** (Business Processes) for the current biweekly period. Listed on the calendar as **BP approvals Due @ 11am**. Completion of any business process is not assurance that expected pay results are populating as part of the employees paycheck. Make sure you check all reports available to make sure all the employees are receiving their expected hours and/or one-time or recurring payments, allowances or emoluments.

5. The fifth deadline for a biweekly payroll cycle is Payroll Payment Request (**PPRs**), which are Accrued Wages & Sick Time Off Payout for death benefits, Vacation / Holiday Time Off Payout, FLSA Comp Time Payments, and Emoluments for terminated/retired/gross-up staff for the current biweekly pay period. Listed on the calendar as **PPRs Due @ 11am**.



**#21-01 Timesheets,
BP approvals, & PPRs,
& Time Off Due @ 11am**

6. The sixth deadline to be aware of and make sure you check for on a biweekly payroll cycle is the **Pay Calculation Results Report available @ Noon**. This is the first time the report is available for department to check to ensure that all employees are receiving their expected hours and/or one-time or recurring payments, allowances or emoluments. This is also an opportunity to make sure new hires added since the last payday are receiving pay.

Note: Only HR Contact role can generate this report. The report may need to be shared with others who don't have the role for review. Listed on the calendar as shown below.

**#21-01 Pay Calculation Results
Report available @ Noon**

7. The seventh deadline for the biweekly payroll cycle is the **Pay Calculation Results Report Refreshed @ 10am**, which is refreshed again at 10am for the last time to give departments an opportunity to check again and make sure all the employees are receiving their expected hours and/or one-time or recurring payments, allowances or emoluments. This refresh picks up any timesheets approved and business processes fully completed since the first report was available the previous day. This is also an opportunity to make sure new hires added since the last payday are receiving pay. Listed on the calendar as shown below.

**#21-01 Pay Calculation Results
Report Refreshed @ 10am**

8. The eight deadline for the biweekly payroll cycle is **Timesheets Locked Only Timekeepers can update**. It is important to make sure employees and managers are aware of the deadlines to prevent extra work on the Timekeeper and to avoid no payment to the employee, but as a last resort this would be the final opportunity to add hours to an employee's timesheet or approve on behalf of a manager. Listed on the calendar as shown below.

**#21-01 Timesheets Locked
Only Timekeepers can update**

9. The ninth deadline for the biweekly payroll cycle is **Run Timekeeper Reports**. The Manager and Timekeeper should run the reports available to ensure all the



employees are receiving their expected hours and/or one-time or recurring payments, allowances or emoluments.

Here's a partial list of some of the reports (a full list is available in Workday Help):

- Review Time (*Best Resource for Managers*)
- Time Summary Review (*Best Resource for Timekeeper*)
- Reported Time

Managers have access to generate the “**Review Time**” report and can approve timesheets and time off from this report. If they review and approve time from the report, the corresponding Workday Inbox item will automatically be removed.

Note: Timekeepers cannot approve from all the reports mentioned. They can approve from Review Time (for those who support smaller groups), approve unsubmitted hours from the Time Summary Review report or they can manually advance the timesheet and/or business process.

This is listed on the calendar as shown below.

| **Run Timekeeper Reports** |

10. The tenth item on the calendar for the biweekly payroll cycle is **#21-01 BW Final Pay Calculation Results Report available @ 2pm**. This report is available to give departments the final results of all employees receiving pay for hours worked and/or one-time or recurring payments, allowances or emoluments. Listed on the calendar as shown below.

| **#21-01 BW Final Pay Calculation
Results Report available @ 2pm** |

11. The eleventh item on the calendar for the biweekly payroll cycle is the **BW Payday**. Listed on the calendar for each pay period during the fiscal year as shown below.

| **#21-01 BW Payday** |

Monthly Payroll: The monthly payroll cycle has seven different deadlines for each pay month listed on the monthly Payroll Processing Calendar. The monthly Pay Schedule can be found on the Payroll website with more information.

1. The first deadline for the monthly payroll cycle is the **Monthly Retro BP approvals due @ 5pm**. This is BP (Business Processes) affecting the employees check that are effective prior to the current monthly pay cycle. The Current monthly pay



cycle is the month you are in. Completion of any business process is not assurance that expected pay results are populating as part of the employees paycheck. Make sure you check all reports available to make sure all the employees are receiving their expected salary and/or one-time or recurring payments, allowances or emoluments. List on the calendar as shown below.

**Monthly Retro BP
approvals due @ 5pm**

2. The second deadline to be aware of and make sure you check for the monthly payroll cycle is the **Monthly Pay Calculation Results Report Available @ Noon**. It is available for the Monthly Payroll at Noon for the first time listed on the calendar as shown below. This is the first opportunity for departments to ensure that all the employees are receiving their expected salary and/or one-time or recurring payments, allowances or emoluments. This is also an opportunity to make sure new hires added since the last payday are receiving pay. Start any corrective BP (business processes) now and/or contact next approver if a particular BP affecting the current month results is not fully completed.

**Monthly Pay Calculation
Results Report Available
@ Noon**

3. The third deadline to be aware of and make sure you check for the monthly payroll cycle is the **Monthly Pay Calculation Results Report Refreshed @ 10am**. The report is refreshed about four times after initiation to pick up any information from the Business Processes completed and approved after the prior refresh. It is listed on the calendar as shown below. Review the updated report(s) to ensure that all the employees are receiving their expected salary and/or one-time or recurring payments, allowances and emoluments. This is also an opportunity to make sure new hires added since the last payday are receiving pay.

**Monthly Pay Calculation
Results Report Refreshed
@ 10am**

4. The fourth deadline for the monthly payroll cycle is the **Monthly PPRs due at 11am**. Payroll Payment Requests (PPRs) are for Accrued Wages & Sick Time Off Payout for death benefits, Vacation / Holiday Time Off Payout, and Emoluments for terminated/retired/gross-up staff for the current monthly pay cycle. Listed on the calendar as shown below.

**Monthly PPRs
Due @ 11am**



5. The fifth deadline for the monthly pay cycle is the **Current Monthly BP approvals Due @ 5pm**. This means BP (Business Processes) affecting the employee's current monthly pay period. Completion of any business process is not assurance that expected pay results are populating as part of the employees paycheck. Make sure you check all reports available to make sure all the employees are receiving their expected salary and/or one-time or recurring payment, allowances and emoluments. Listed on the calendar as shown below.

**Current Monthly BP
approvals Due @ 5pm**

6. The sixth item on the monthly pay cycle listed on the calendar is **Monthly Final Pay Calculation Results Report available @ 2pm**. This report is to give departments the final results of all employees receiving pay for regular salary and/or one-time or recurring payments, allowances or emoluments. Listed on as calendar as shown below.

**Monthly Final Pay Calculation
Results Report available @ 2 pm**

7. The seventh item on the monthly pay cycle listed on the calendar is the **Monthly Payday**. Listed on the calendar as shown below:

Monthly Payday