

# April 2022 Payroll Processing Schedule



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