

December 2021 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
			1 Monthly Payday #22-07 BW Final Pay Calculation Results Report available @ 2pm	2	3 #22-07 BW Payday	4
5	6	7	8	9 #22-08 Retro Timesheet & BP Approvals due at 5pm	10	11
12	13 #22-08 Timesheets, BP approvals, PPRs, & Time Off Due @ 11am #22-08 Pay Calculation Results Report available @ Noon Monthly Retro BP approvals due @ 5pm	14 #22-08 Pay Calculation Results Report Refreshed @ 10am Monthly Pay Calculation Results Report Available @ Noon #22-08 Timesheets Locked Only Timekeepers can update Run Timekeeper Reports	15 Monthly Pay Calculation Results Report Refreshed @ 10am #22-08 BW Final Pay Calculation Results Report available @ 2pm #22-09 Retro Timesheet & BP Approvals due at 5pm	16 Monthly Pay Calculation Results Report Refreshed @ 10am	17 #22-08 BW Payday Monthly Pay Calculation Results Report Refreshed @ 10am #22-09 Timesheets, BP approvals, PPRs, & Time Off Due @ 11am #22-09 Pay Calculation Results Report available @ Noon Monthly PPRs Due @ 11am	18
19	20 Monthly Pay Calculation Results Report Refreshed @ 10am #22-09 Pay Calculation Results Report Refreshed @ 10am #22-09 Timesheets Locked Only Timekeepers can update Run Timekeeper Reports Current Monthly BP approvals Due @ 5pm	21 Monthly Pay Calculation Results Report Refreshed @ 10am #22-09 BW Final Pay Calculation Results Report available @ 2pm	22 Monthly Final Pay Calculation Results Report available @ 2 pm	23	24 Winter Break	25
26	27 Winter Break	28 Winter Break	29 Winter Break	30 Winter Break	31 #22-09 BW Payday Winter Break	