

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