

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