

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