

November 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 #22-05 Timesheets, BP approvals, & PPRs, & Time Off Due @ 11am #22-05 Pay Calculation Results Report available @ Noon	2 #22-05 Pay Calculation Results Report Refreshed @ 10am #22-05 Timesheets Locked Only Timekeepers can update Run Timekeeper Reports	3 #22-05 BW Final Pay Calculation Results Report available @ 2pm	4	5 #22-05 BW Payday	6
7	8	9	10	11 #22-06 Retro Timesheets & BP Approvals due at 5pm	12	13
14	#22-06 Timesheets, BP approvals, & PPRs, & Time Off Due @ 11am #22-06 Pay Calculation Results Report available @ Noon Monthly Retro BP approvals due @ 5pm	#22-06 Pay Calculation Results Report Refreshed @ 10am Monthly Pay Calculation Results Report Available @ Noon #22-06 Timesheets Locked Only Timekeepers can update Run Timekeeper Reports	Monthly Pay Calculation Results Report Refreshed @ 10am #22-06 BW Final Pay Calculation Results Report available @ 2pm	Monthly Pay Calculation Results Report Refreshed @ 10am Monthly PPRs Due @ 11am	#22-06 BW Payday Monthly Pay Calculation Results Report Refreshed @ 10am Current Monthly BP approvals Due @ 5pm	20
21	Monthly Pay Calculation Results Report Refreshed @ 10am	Monthly Final Pay Calculation Results Report available @ 2 pm #22-07 Retro Timesheets & BP Approvals due at 5pm	24	25 Thanksgiving Holiday	26 Thanksgiving Holiday	27
28	#22-07 Timesheets, BP approvals, & PPRs, & Time Off Due @ 11am #22-07 Pay Calculation Results Report available @ Noon	#22-07 Pay Calculation Results Report Refreshed @ 10am #22-07 Timesheets Locked Only Timekeepers can update Run Timekeeper Reports				