

# October 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	2
3	4 #22-03 Timesheets, BP approvals, PPRs, & Time Off Due @ 11am  #22-03 Pay Calculation Results Report available @ Noon	5 #22-03 Pay Calculation Results Report Refreshed @ 10am  #22-03 Timesheets Locked Only Timekeepers can update  Run Timekeeper Reports	6 #22-03 BW Final Pay Calculation Results Report available @ 2pm	7	8 #22-03 BW Payday	9
10	11	12	13	14 #22-04 Retro Timesheets & BP Approvals due at 5pm	15	16
17	18 #22-04 Timesheets, BP approvals, & PPRs, & Time Off Due @ 11am  #22-04 Pay Calculation Results Report available @ Noon  Monthly Retro BP approvals due @ 5pm	19 #22-04 Pay Calculation Results Report Refreshed @ 10am Monthly Pay Calculation Results Report Available @ Noon #22-04 Timesheets Locked Only Timekeepers can update  Run Timekeeper Reports	20 Monthly Pay Calculation Results Report Refreshed @ 10am  #22-04 BW Final Pay Calculation Results Report available @ 2pm	21 Monthly Pay Calculation Results Report Refreshed @ 10am  Monthly PPRs Due @ 11am	22 #22-04 BW Payday  Monthly Pay Calculation Results Report Refreshed @ 10am  Current Monthly BP approvals Due @ 5pm	23
24	25 Monthly Pay Calculation Results Report Refreshed @ 10am	26 Monthly Final Pay Calculation Results Report available @ 2 pm	27	28 #22-05 Retro Timesheets & BP Approvals due at 5pm	29	30
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