

September 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 #22-01 Retro Timesheets & BP Approvals due at 5pm	2	3	4
5	6 #22-01 Timesheets, BP approvals, & PPRs, & Time Off Due @ 11am #22-01 Pay Calculation Results Report available @ Noon	7 #22-01 Pay Calculation Results Report Refreshed @ 10am #22-01 Timesheets Locked Only Timekeepers can update Run Timekeeper Reports	8 #22-01 BW Final Pay Calculation Results Report available @ 2pm	9	10 #22-01 BW Payday	11
12	13	14	15	16 #22-02 Retro Timesheets & BP Approvals due at 5pm	17 Monthly Retro BP approvals due @ 5pm	18
19	20 #22-02 Timesheets, BP approvals, & PPRs, & Time Off Due @ 11am #22-02 Pay Calculation Results Report available @ Noon Monthly Pay Calculation Results Report Available @ Noon	21 #22-02 Pay Calculation Results Report Refreshed @ 10am Monthly Pay Calculation Results Report Refreshed @ 10am #22-02 Timesheets Locked Only Timekeepers can update Run Timekeeper Reports	22 Monthly Pay Calculation Results Report Refreshed @ 10am Monthly PPRs Due @ 11am #22-02 BW Final Pay Calculation Results Report available @ 2pm	23 Monthly Pay Calculation Results Report Refreshed @ 10am Current Monthly BP approvals Due @ 5pm	24 #22-02 BW Payday Monthly Pay Calculation Results Report Refreshed @ 10am	25
26	27 Monthly Final Pay Calculation Results Report available @ 2 pm	28	29	30 #22-03 Retro Timesheets & BP Approvals due at 5pm		