Payroll Processing Calendar Key

The Payroll Processing Calendar has due dates for biweekly and monthly Payroll for each month and Report availability. Including retro deadlines and current biweekly and monthly payroll cycle deadlines. The Retro deadlines are earlier than current and are highlighted in yellow. Retro is anything covered prior to the current biweekly or monthly payroll cycle.

**Biweekly Payroll:** The biweekly payroll cycle has ten different deadlines for each pay period listed on the monthly Payroll Processing Calendar. There are 26 biweekly pay periods for each fiscal year which can be found on the Biweekly Pay Schedule at the Payroll Website.

1. The first deadline for a biweekly cycle is **Retro Timesheets.** In the sample below it is asking for anything prior to #19-01 which means #19 (fiscal year 2019) - 01 (pay period 01 8/26/18-9/8/18 as per the biweekly pay schedule).

2. The second deadline for a biweekly payroll cycle is **BP (Business Processes) Approvals** affecting the employee's check prior to the first biweekly pay period for fiscal year 2019.

3. The third deadline for a biweekly payroll cycle is timesheets for the current pay period. Listed on the calendar as **#19-01 Timesheets.**

4. The fourth deadline for a biweekly payroll cycle is BP (Business Processes) for the current biweekly pay period. Listed on the calendar as **BP approvals Due @ 11am.** Completion of any business process is not assurance that expected pay results are populating as part of the employees paycheck. Make sure you check all reports available to make sure all the employees are receiving their expected hours and/or one-time or recurring payments and allowances.

5. The fifth deadline for a biweekly payroll cycle is Supplements (Accrued Wages & Sick Leave Payout for death benefits, Vacation/Holiday Leave Payout, FLSA Comp Time Payments, and Emoluments for terminated/retired/gross-up) for the current biweekly pay period. Listed on the calendar as **Suppl. Due @ 11am**

6. The sixth deadline to be aware of and make sure you check for on a biweekly payroll cycle is the **Pay Calculation Results Report available @ Noon.** This is the first time the report is available for departments to check to ensure that all the employees are receiving their expected hours and/or one-time or recurring payments and allowances.
This is also an opportunity to make sure new hires added since the last payday are receiving pay.

| #19-01 Pay Calculation Results Report available @ Noon |

7. The seventh deadline for the biweekly payroll cycle is the **Pay Calculation Results Report** is refreshed again at 10am for the last time to give departments an opportunity to check again and make sure all the employees are receiving their expected hours and/or one-time or recurring payments and allowances. This is also an opportunity to make sure new hires added since the last payday are receiving pay. Listed on the calendar as shown below.

| #19-01 Pay Calculation Results Report Refreshed @ 10am |

8. The eighth deadline for the biweekly payroll cycle is **Timesheets Locked Only Timekeeper can update.** It is important to make sure employees and manager are aware of the deadlines to prevent extra work on the Timekeeper and to avoid no payment to the employee but as a last resort this would be the last opportunity to add hours to an employee for their pay period.

| #19-01 Timesheets Locked Only Timekeepers can update |

9. The ninth deadline for the biweekly payroll cycle is **Run Timekeeper Reports.** The department administrator/Liaison should run the Timekeeper reports available to ensure all the employees are receiving their expected hours and/or one-time or recurring payments and allowances. Here’s a list of some of the reports:

- Workers with No Time Entered
- Workers with Time Entered but Not Submitted
- Workers with Time Submitted but Not Approved Primary Position
- Workers with Time Submitted but Not Approved Additional Jobs

**Managers** have access to run the **“Review Time”** report to identify information needing attention prior to Payroll being processed.

**Note:** Timekeepers cannot approve from the reports mentioned. They can approve from **Review Time** (for those who support smaller groups) or they can manually advance the business process.

10. The tenth item on the calendar for the biweekly payroll cycle is the pay day which is listed for each pay period during the fiscal year **#19-01 BW Payday**
**Monthly Payroll:** The monthly payroll cycle has six different deadlines for each pay month listed on the monthly Payroll Processing Calendar. The monthly Pay Schedule can be found on the Payroll Website with more information.

1. The first deadline for the monthly payroll cycle is the **Monthly Retro BP Approval due at 5pm.** BP (Business Processes) affecting the employee’s check prior to the current monthly pay cycle. Current monthly pay cycle is the month you are in. Completion of any business process is not assurance that expected pay results are populating as part of the employees paycheck. Make sure you check all reports available to make sure all the employees are receiving their expected salary and/or one-time or recurring payments and allowances.

2. The second deadline to be aware of and make sure you check for the monthly payroll cycle is the **Monthly Pay Calculation Results Report.** It is available for the monthly Payroll at noon for the first time listed on the calendar as shown below. It needs to be reviewed to ensure that all the employees are receiving their expected salary and/or one-time or recurring payments and allowances. This is also an opportunity to make sure new hires added since the last payday are receiving pay.

3. The third deadline to be aware of and make sure you check for the monthly payroll cycle is the **Monthly Pay Calculation Results Report Refreshed @ 10am.** The report is refreshed about four times after initiation to pick up any information from Business Processes completed and approved the night before. It is listed on the calendar as shown below. Review the report to ensure that all the employees are receiving their expected salary or hours and/or one-time or recurring payments and allowances. This is also an opportunity to make sure new hires added since the last payday are receiving pay.

4. The fourth deadline for the monthly payroll cycle is the **Monthly supplements due @ 11am.** Supplements for (Accrued Wages & Sick Leave Payout for death benefits,
Vacation/Holiday Leave Payout, FLSA Comp Time Payments, and Emoluments for terminated/retired/gross-up) for the current monthly payroll cycle.

5. The fifth deadline for the monthly pay cycle is the **Current Monthly BP approvals due @ 5pm.** BP(Business Processes) affecting the employee’s current monthly pay period. Current monthly pay cycle is the month you are in. Completion of any business process is not assurance that expected pay results are populating as part of the employees paycheck. reports available to employees are salary and/or one-time allowances.

6. The sixth item on the monthly pay cycle listed on the calendar is the **Monthly Payday.**