

2024 BP Logix Student Lump Sum Payment Approval Deadlines

Deadline for Submission to HR	Date Due to Payroll for Processing	Pay Period Dates	Pay Date
1/6/2024	1/8/2024	12/31/2023-1/13/2023	1/25/2024
1/19/2024	1/22/2024	1/14/2024-1/27/2024	2/8/2024
2/2/2024	2/5/2024	1/28/2024-2/10/2024	2/22/2024
2/16/2024	2/19/2024	2/11/2024-2/24/2024	3/7/2024
3/1/2024	3/4/2024	2/25/2024-3/9/2024	3/21/2024
3/15/2024	3/18/2024	3/10/2024-3/23/2024	4/4/2024
3/29/2024	4/1/2024	3/24/2024-4/6/2024	4/18/2024
4/12/2024	4/15/2024	4/7/2024-4/20/2024	5/2/2024
4/26/2024	4/29/2024	4/21/2024-5/4/2024	5/16/2024
5/10/2024	5/13/2024	5/5/2024-5/18/2024	5/30/2024
5/22/2024 (early deadline)	5/24/2024 (early deadline)	5/19/2024-6/1/2024	6/13/2024
6/7/2024	6/10/2024	6/2/2024-6/15/2024	6/27/2024
6/21/2024	6/24/2024	6/16/2024-6/29/2024	7/11/2024
7/5/2024	7/8/2024	6/30/2024-7/13/2024	7/25/2024
7/19/2024	7/22/2024	7/14/2024-7/27/2024	8/8/2024
8/2/2024	8/5/2024	7/28/2024-8/10/2024	8/22/2024
8/16/2024	8/19/2024	8/11/2024-8/24/2024	9/5/2024
8/28/2024 (early deadline)	8/30/2024 (early deadline)	8/25/2024-9/7/2024	9/19/2024
9/13/2024	9/16/2024	9/8/2024-9/21/2024	10/3/2024
9/27/2024	9/30/2024	9/22/2024-10/5/2024	10/17/2024
10/11/2024	10/14/2024	10/6/2024-10/19/2024	10/31/2024
10/25/2024	10/28/2024	10/20/2024-11/2/2024	11/14/2024
11/8/2024	11/11/2024	11/3/2024-11/16/2024	11/27/2024
11/22/2024	11/25/2024	11/17/2024-11/30/2024	12/12/2024
12/6/2024	12/9/2024	12/1/2024-12/14/2024	12/26/2024
12/20/2024	12/23/2024	12/15/2024-12/28/2024	1/9/2025
1/3/2025	1/6/2025	12/29/2024-1/11/2025	1/23/2025

***Deadline for full submission/approval:** If transaction is not fully approved through all levels of leadership, budget and HR by this deadline, the transaction may not be paid/updated by the specified date. Student requests do not go through as many levels of approval, however, those must also be received for HR processing by the deadline indicated.

BP Logix requestors have the ability to view where each submission is in the approval/processing chain so they can track progress and follow-up with appropriate parties as needed.

Due dates are subject to change. The online version of this deadline calendar will be updated accordingly.

Updated 5/3/2024

Human Resources

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