

2023 BP Logix Approval Deadlines

Deadline for full approval*	Pay Period Dates	Pay Date
12/07/2022	12/04/2022 - 12/17/2022	12/29/2022
12/21/2022	12/18/2022 - 12/31/2022	01/12/2023
01/04/2023	01/01/2023 - 01/14/2023	01/26/2023
01/18/2023	01/15/2023 - 01/28/2023	02/09/2023
02/01/2023	01/29/2023 - 02/11/2023	02/23/2023
02/15/2023	02/12/2023 - 02/25/2023	03/09/2023
03/01/2023	02/26/2023 - 03/11/2023	03/23/2023
03/15/2023	03/12/2023 - 03/25/2023	04/06/2023
03/29/2023	03/26/2023 - 04/08/2023	04/20/2023
04/12/2023	04/09/2023 - 04/22/2023	05/04/2023
04/26/2023	04/23/2023 - 05/06/2023	05/18/2023
05/10/2023	05/07/2023 - 05/20/2023	06/01/2023
05/24/2023	05/21/2023 - 06/03/2023	06/15/2023
06/07/2023	06/04/2023 - 06/17/2023	06/29/2023
06/21/2023	06/18/2023 - 07/01/2023	07/13/2023
07/05/2023	07/02/2023 - 07/15/2023	07/27/2023
07/19/2023	07/16/2023 - 07/29/2023	08/10/2023
08/02/2023	07/30/2023 - 08/12/2023	08/24/2023

Human Resources

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Deadline for full approval*	Pay Period Dates	Pay Date
08/16/2023	08/13/2023 - 08/26/2023	09/07/2023
08/30/2023	08/27/2023 – 09/09/2023	09/21/2023
09/13/2023	09/10/2023 - 09/23/2023	10/05/2023
09/27/2023	09/24/2023 - 10/07/2023	10/19/2023
10/11/2023	10/08/2023 - 10/21/2023	11/02/2023
10/25/2023	10/22/2023 - 11/04/2023	11/16/2023
11/08/2023	11/05/2023 - 11/18/2023	11/30/2023
11/22/2023	11/19/2023 - 12/02/2023	12/14/2023
12/06/2023	12/03/2023 - 12/16/2023	12/28/2023
12/20/2023	12/17/2023 - 12/30/2023	01/11/2024
01/03/2024	12/31/2023 - 01/13/2024	01/25/2024

***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 12/9/2022

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