

SEPTEMBER

PAYROLL DEPARTMENT WORK SCHEDULE

2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Off-Cycle #38 Per.End Bi-weekly 08-29-25 Monthly 09-05-25 FEL 10-03-25	1 Labor Day HOLIDAY TIME approvals (approver)	2 TIME approvals (approver)	3 BW Job Pay Flag Off @ 5 pm TIME EXTRACT @ 3 pm Time - Proc.Final Approvals by 3pm	4 BW/HR Pend.Vo.CUTOFF @ 4 pm	5 LOCK-CLOSE Off-Cycle #38 @ 10:30 am No BW E-DOC Approvals	6
Off-Cycle #39 Per.End Bi-weekly 09-11-25 Monthly 09-11-25 FEL 10-04-25	8 CLOSE BW #30 No Online checks NO TAX ENTRY No BW E-DOC Approvals	9 Extra MO Encumbrances	10	11 LOCK-CLOSE Off-Cycle #39 @ 10:30 am MO #32 Vouchers Available 09-01-25 - 09-30-25 BW # 31 Vouchers Available 08-31-25 - 09-13-25	12 PAYDAY BW #30 Next Period Timesheets Available	13 End of Pay Period
Off-Cycle #40 Per.End Bi-weekly 09-12-25 Monthly 09-12-25 FEL 10-05-25	15 TIME approvals (approver)	16 TIME approvals (approver)	17 BW Job Pay Flag Off @ 5 pm TIME EXTRACT @ 3 pm Time - Proc.Final Approvals by 3pm	18 BW/HR Pend.Vo.CUTOFF @ 4 pm	19 LOCK-CLOSE Off-Cycle #40 @ 10:30 am MO. Job Pay Flag Off @ 5 pm No BW E-DOC Approvals	20
Off-Cycle #41 Per.End AS0 09-20-25 Bi-weekly 09-23-25 Monthly 09-23-25 FEL 10-06-25	22 CLOSE BW #31 No Online checks NO TAX ENTRY MO Pend.Vo. CUTOFF@ 4 pm No BW E-DOC Approvals	23 LOCK-CLOSE Off-Cycle #41 @ 10:30 am No MO E-DOC Approvals	24 CLOSE MO # 32 No Online checks NO TAX ENTRY No MO E-DOC Approvals	25 BW #33 Vouchers Available 09-14-25 - 09-27-25	26 PAYDAY BW #31 Next Period Timesheets Available	27 End of Pay Period
Off-Cycle #42 Per.End Bi-weekly 09-25-25 Monthly 10-02-25 FEL 11-02-25	29 TIME approvals (approver)	30 LOCK-CLOSE Off-Cycle #42 @ 10:30 am ** No Online Checks after Off-Cycle ** PAYDAY MO #32 TIME approvals (approver)				