APRIL

PAYROLL DEPARTMENT WORK SCHEDULE

2027

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Off-Cycle #14 Per.End Bi-weekly 03-26-27 Monthly 04-03-27 FEL 05-03-27				**1** **BW/HR Pend.Vo.CUTOFF @ 4pm**	**2** LOCK-CLOSE Off-Cycle #14 @ 10:30 am No BW E-DOC Approvals	**3**
4 Off-Cycle #15 Per.End Bi-weekly 04-08-27 Monthly 04-08-27 FEL 05-04-27	**5** **CLOSE BW #11** **No Online checks** **NO TAX ENTRY** No BW E-DOC Approvals	**6**	**7**	**8** LOCK-CLOSE Off-Cycle #15 @ 10:30 am **Extra MO Encumbrances** **BW # 12 Vouchers Available** 03-28-27 - 04-10-27	**9** **PAYDAY BW #11** Next Period Timesheets Available	**10** End of Pay Period
11 Off-Cycle #16 Per.End Bi-weekly 04-09-27 Monthly 04-16-27 FEL 05-05-27	**12** **MO #13 Vouchers Available** 04-01-27 - 04-30-27 TIME approvals (approver)	**13** TIME approvals (approver)	**14** **BW Job Pay Flag Off @ 5 pm** **TIME EXTRACT @ 3 pm** Time - Proc.Final Approvals by 3pm	**15** **BW/HR Pend.Vo.CUTOFF @ 4pm**	**16** LOCK-CLOSE Off-Cycle #16 @ 10:30 am No BW E-DOC Approvals	**17**
18 Off-Cycle #17 Per.End Bi-weekly 04-22-27 Monthly 04-22-27 FEL 05-06-27	**19** **CLOSE BW #12** **No Online checks** **NO TAX ENTRY** No BW E-DOC Approvals	**20**	**21** **MO. Job Pay Flag Off @ 5 pm**	**22** LOCK-CLOSE Off-Cycle #17 @ 10:30 am **MO Pend.Vo. CUTOFF@ 4 pm** **BW # 14 Vouchers Available** 04-11-27 - 04-24-27	**23** **PAYDAY BW #12** No MO E-DOC Approvals Next Period Timesheets Available	**24** End of Pay Period
25 Off-Cycle #18 Per.End Bi-weekly 04-23-27 Monthly 05-01-27 FEL 06-01-27	**26** **CLOSE MO # 13** **No Online checks** **NO TAX ENTRY** No MO E-DOC Approvals TIME approvals (approver)	**27** **MO #15 (AS0) Vouchers Available** 05-01-27 - 05-10-27 TIME approvals (approver)	**28** **BW Job Pay Flag Off @ 5 pm** **TIME EXTRACT @ 3 pm** Time - Proc.Final Approvals by 3pm	**29** **BW/HR Pend.Vo.CUTOFF @ 4pm**	**30** LOCK-CLOSE Off-Cycle #18 @ 10:30 am **** No Online Checks after Off-Cycle **** **PAYDAY MO #13** No BW E-DOC Approvals	