

AUGUST

PAYROLL DEPARTMENT WORK SCHEDULE

2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Off-Cycle #33 Per.End Bi-weekly 07-31-25 Monthly 08-02-25 FEL 09-02-25					1 LOCK-CLOSE Off-Cycle #33 @ 10:30 am PAYDAY BW #25 Next Period Timesheets Available	2 End of Pay Period
3 Off-Cycle #34 Per.End Bi-weekly 08-01-25 Monthly 08-08-25 FEL 09-03-25	4 TIME approvals (approver)	5 TIME approvals (approver)	6 BW Job Pay Flag Off @ 5 pm TIME EXTRACT @ 3 pm Time - Proc.Final Approvals by 3pm	7 BW/HR Pend.Vo.CUTOFF @ 4 pm	8 Extra MO Encumbrances LOCK-CLOSE Off-Cycle #34 @ 10:30 am No BW E-DOC Approvals	9
10 Off-Cycle #35 Per.End Bi-weekly 08-14-25 Monthly 08-14-25 FEL 09-04-25	11 CLOSE BW #26 No Online checks NO TAX ENTRY MO #27 Vouchers Available 08-01-25 - 08-31-25 No BW E-DOC Approvals	12	13	14 LOCK-CLOSE Off-Cycle #35 @ 10:30 am BW # 28 Vouchers Available 08-03-25 - 08-16-25	15 MO. Job Pay Flag Off @ 5 pm PAYDAY BW #26 Next Period Timesheets Available	16 End of Pay Period
17 Off-Cycle #36 Per.End Bi-weekly 08-15-25 AS0 08-15-25 Monthly 09-01-25 FEL 10-01-25	18 MO Pend.Vo. CUTOFF@ 4 pm TIME approvals (approver) TIME approvals (approver)	19 TIME approvals (approver) No MO E-DOC Approvals	20 CLOSE MO # 27 No Online checks NO TAX ENTRY BW Job Pay Flag Off @ 5 pm No MO E-DOC Approvals TIME EXTRACT @ 3 pm Time - Proc.Final Approvals by 3pm	21 BW/HR Pend.Vo.CUTOFF @ 4 pm MO #29 (AS0) Vouchers Available 08-01-25 - 08-31-25	22 LOCK-CLOSE Off-Cycle #36 @ 10:30 am MO. AS0 Job Pay Flag Off @ 5 pm No BW E-DOC Approvals	23
24 Off-Cycle #37 Per.End Bi-weekly 08-28-25 Monthly 09-02-25 FEL 10-02-25	25 Classes Begin CLOSE BW #28 No Online checks NO TAX ENTRY MO AS0 Pend.Vo. CUTOFF@ noon No BW E-DOC Approvals	26 CLOSE MO # 29 (AS0) No Online checks NO TAX ENTRY	27	28 BW # 30 Vouchers Available 08-17-25 - 08-30-25	29 LOCK-CLOSE Off-Cycle #37 @ 10:30 am ** No Online Checks after Off-Cycle ** PAYDAY MO #27 PAYDAY BW #28 PAYDAY MO # 29 (AS0) Next Period Timesheets Available	30 End of Pay Period
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