DECEMBER

PAYROLL DEPARTMENT WORK SCHEDULE

2027

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Off-Cycle #52 Per.End Bi-weekly 12-02-27 Monthly 12-03-27 FEL 01-03-28			**1** **MO #38 (AS0) Vouchers Available** 12-01-27 - 12-31-27	**2** LOCK-CLOSE Off-Cycle #52 @ 10:30 am **BW # 39 Vouchers Available** 11-21-27 - 12-04-27	**3** **PAYDAY BW #37** Next Period Timesheets Available	**4** End of Pay Period
5 Off-Cycle #53 Per.End Bi-weekly 12-03-27 Monthly 12-09-27 FEL 01-04-28	**6** TIME approvals (approver)	**7** TIME approvals (approver)	**8** **Extra MO Encumbrances** **BW Job Pay Flag Off @ 5 pm** **MO. AS0 Job Pay Flag Off @ 5 pm** **TIME EXTRACT @ 3 pm** Time - Proc.Final Approvals by 3pm	**9** LOCK-CLOSE Off-Cycle #53 @ 10:30 am **BW/HR Pend.Vo.CUTOFF @ 4pm** **MO AS0 Pend.Vo. CUTOFF@ noon**	**10** **CLOSE MO # 38 (AS0)** **No Online checks** **NO TAX ENTRY** No BW E-DOC Approvals	**11**
12 Off-Cycle #54 Per.End Bi-weekly 12-16-27 Monthly 12-16-27 AS0 01-01-28 FEL 01-05-28	**13** Final Exams **CLOSE BW #39** **No Online checks** **NO TAX ENTRY** **MO #01 Vouchers Available** 12-01-27 - 12-31-27 No BW E-DOC Approvals	**14** Final Exams	**15** Final Exams	**16** Final Exams LOCK-CLOSE Off-Cycle #54 @ 10:30 am **BW # 40 Vouchers Available** 12-05-27 - 12-18-27	**17** Final Exams **MO. Job Pay Flag Off @ 5 pm** **PAYDAY MO # 38 (AS0)** **PAYDAY BW #39** Next Period Timesheets Available	**18** Graduation End of Pay Period
19 Off-Cycle #55 Per.End Bi-weekly 12-17-27 Monthly 12-21-27 AS0 01-02-28 FEL 01-06-28	**20** **MO Pend.Vo. CUTOFF@ 4 pm** TIME approvals (approver)	**21** LOCK-CLOSE Off-Cycle #55 @ 10:30 am **BW Job Pay Flag Off @ 5 pm** No MO E-DOC Approvals **TIME EXTRACT @ 5 pm** Time - Proc.Final Approvals by 5pm	**22** **CLOSE MO # 01** **No Online checks** **NO TAX ENTRY** **BW/HR Pend.Vo.CUTOFF @ noon** ***** No MO Onlines ***** No MO E-DOC Approvals No BW E-DOC Approvals	**23** **CLOSE BW #40** **No Online checks** **NO TAX ENTRY** ***** No MO Onlines ***** No BW E-DOC Approvals	**24** **Christmas Day 'Observed'** **HOLIDAY**	**25**
26 Off-Cycle #56 Per.End Bi-weekly 12-30-27	**27** **Winter Break** **HOLIDAY** ***** No MO Onlines *****	**28** **Winter Break** **HOLIDAY** ***** No MO Onlines *****	**29** **Winter Break** **HOLIDAY** ***** No MO Onlines *****	**30** **Winter Break** **HOLIDAY** LOCK-CLOSE Off-Cycle #56 @ 10:30 am **** No Online Checks after Off-Cycle **** ***** No MO Paygroups in Off-Cycle ***** **BW # 02 Vouchers Available** 12-19-27 - 01-01-28 ***** No MO Onlines ***** **PAYDAY BW #40**	**31** New Year's Day 'Observed' **HOLIDAY** Next Period Timesheets Available	