

FEBRUARY

PAYROLL DEPARTMENT WORK SCHEDULE

2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1 End of Pay Period
2 Off-Cycle #06 Per.End Bi-weekly 01-31-25 Monthly 02-07-25 FEL 03-02-25	3 TIME approvals (approver)	4 TIME approvals (approver)	5 BW Job Pay Flag Off @ 5 pm TIME EXTRACT @ 3 pm Time - Proc.Final Approvals by 3pm	6 BW/HR Pend.Vo.CUTOFF @ 4 pm	7 LOCK-CLOSE Off-Cycle #06 @ 10:30 am No BW E-DOC Approvals	8
9 Off-Cycle #07 Per.End Bi-weekly 02-13-25 Monthly 02-13-25 FEL 03-03-25	10 CLOSE BW #06 No Online checks NO TAX ENTRY No BW E-DOC Approvals	11 Extra MO Encumbrances MO #07 Vouchers Available 02-01-25 - 02-28-25	12	13 LOCK-CLOSE Off-Cycle #07 @ 10:30 am BW # 08 Vouchers Available 02-02-25 - 02-15-25	14 PAYDAY BW #06 Next Period Timesheets Available	15 End of Pay Period
16 Off-Cycle #08 Per.End Bi-weekly 02-14-25 Monthly 02-20-25 FEL 03-04-25	17 President's Day (Federal Holiday) TIME approvals (approver)	18 MO. Job Pay Flag Off @ 5 pm TIME approvals (approver)	19 MO Pend.Vo. CUTOFF@ 4 pm BW Job Pay Flag Off @ 5 pm TIME EXTRACT @ 3 pm Time - Proc.Final Approvals by 3pm	20 LOCK-CLOSE Off-Cycle #08 @ 10:30 am BW/HR Pend.Vo.CUTOFF @ 4 pm No MO E-DOC Approvals	21 CLOSE MO # 07 No Online checks NO TAX ENTRY No MO E-DOC Approvals No BW E-DOC Approvals	22
23 Off-Cycle #09 Per.End Bi-weekly 02-27-25 Monthly 03-01-25 FEL 04-01-25	24 CLOSE BW #08 No Online checks NO TAX ENTRY No BW E-DOC Approvals	25	26	27 BW # 09 Vouchers Available 02-16-25 - 03-01-25	28 LOCK-CLOSE Off-Cycle #09 @ 10:30 am ** No Online Checks after Off-Cycle ** PAYDAY MO #07 PAYDAY BW #08 Next Period Timesheets Available	