FEBRUARY

PAYROLL DEPARTMENT WORK SCHEDULE

2027

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Off-Cycle #05 Per.End Bi-weekly 01-29-27 Monthly 02-05-27 FEL 03-02-27	**1** 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 @ 4pm**	**5** LOCK-CLOSE Off-Cycle #05 @ 10:30 am No BW E-DOC Approvals	**6**
7 Off-Cycle #06 Per.End Bi-weekly 02-11-27 Monthly 02-11-27 FEL 03-03-27	**8** **CLOSE BW #05** **No Online checks** **NO TAX ENTRY** No BW E-DOC Approvals	**9** **Extra MO Encumbrances**	**10**	**11** LOCK-CLOSE Off-Cycle #06 @ 10:30 am **MO #06 Vouchers Available** 02-01-27 - 02-28-27 **BW # 07 Vouchers Available** 01-31-27 - 02-13-27	**12** **PAYDAY BW #05** Next Period Timesheets Available	**13** End of Pay Period
14 Off-Cycle #07 Per.End Bi-weekly 02-12-27 Monthly 02-18-27 FEL 03-04-27	**15** **President's Day (Federal Holiday)** TIME approvals (approver)	**16** **MO. Job Pay Flag Off @ 5 pm** TIME approvals (approver)	**17** **BW Job Pay Flag Off @ 5 pm** **MO Pend.Vo. CUTOFF@ 4 pm** **TIME EXTRACT @ 3 pm** Time - Proc.Final Approvals by 3pm	**18** LOCK-CLOSE Off-Cycle #07 @ 10:30 am **BW/HR Pend.Vo.CUTOFF @ 4pm** No MO E-DOC Approvals	**19** **CLOSE MO # 06** **No Online checks** **NO TAX ENTRY** No MO E-DOC Approvals No BW E-DOC Approvals	**20**
21 Off-Cycle #08 Per.End Bi-weekly 02-25-27 Monthly 03-01-27 FEL 04-01-27	**22** **CLOSE BW #07** **No Online checks** **NO TAX ENTRY** No BW E-DOC Approvals	**23**	**24**	**25** **BW # 08 Vouchers Available** 02-14-27 - 02-27-27	**26** LOCK-CLOSE Off-Cycle #08 @ 10:30 am **** No Online Checks after Off-Cycle **** **PAYDAY MO #06** **PAYDAY BW #07** Next Period Timesheets Available	**27** End of Pay Period
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