JANUARY

PAYROLL DEPARTMENT WORK SCHEDULE

2027

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1 New Year's Day **HOLIDAY** Next Period Timesheets Available	**2** End of Pay Period
3 Off-Cycle #01 Per.End Bi-weekly 01-01-27 Monthly 01-06-27 FEL 02-01-27	**4** **PAYDAY MO #01** TIME approvals (approver)	**5** **YE Close** TIME approvals (approver)	**6** LOCK-CLOSE Off-Cycle #01 @ 10:30 am **BW Job Pay Flag Off @ 5 pm** **TIME EXTRACT @ 3 pm** Time - Proc.Final Approvals by 3pm	**7** **BW/HR Pend.Vo.CUTOFF @ 4pm**	**8** **Extra MO Encumbrances** No BW E-DOC Approvals	**9**
10 Off-Cycle #02 Per.End Bi-weekly 01-14-27 Monthly 01-14-27 FEL 02-02-27	**11** Classes Begin **CLOSE BW #02** **No Online checks** **NO TAX ENTRY** **MO #03 Vouchers Available** 01-01-27 - 01-31-27 No BW E-DOC Approvals	**12**	**13**	**14** LOCK-CLOSE Off-Cycle #02 @ 10:30 am **BW # 04 Vouchers Available** 01-03-27 - 01-16-27	**15** **PAYDAY BW #02** Next Period Timesheets Available	**16** End of Pay Period
17 Off-Cycle #03 Per.End Bi-weekly 01-15-27 Monthly 01-21-27 FEL 02-03-27	**18** Martin Luther King, Jr. Day **HOLIDAY** TIME approvals (approver)	**19** **MO. Job Pay Flag Off @ 5 pm** TIME approvals (approver)	**20** **BW Job Pay Flag Off @ 5 pm** **MO Pend.Vo. CUTOFF@ 4 pm** **TIME EXTRACT @ 3 pm** Time - Proc.Final Approvals by 3pm	**21** LOCK-CLOSE Off-Cycle #03 @ 10:30 am **BW/HR Pend.Vo.CUTOFF @ 4pm** No MO E-DOC Approvals	**22** **CLOSE MO # 03** **No Online checks** **NO TAX ENTRY** No MO E-DOC Approvals No BW E-DOC Approvals	**23**
24 Off-Cycle #04 Per.End Bi-weekly 01-28-27 Monthly 02-01-27 FEL 03-01-27	**25** **CLOSE BW #04** **No Online checks** **NO TAX ENTRY**	**26**	**27**	**28** **BW # 05 Vouchers Available** 01-17-27 - 01-30-27	**29** LOCK-CLOSE Off-Cycle #04 @ 10:30 am **** No Online Checks after Off-Cycle **** **PAYDAY MO #03** **PAYDAY BW #04** Next Period Timesheets Available	**30** End of Pay Period
31	No BW E-DOC Approvals					