

JUNE

PAYROLL DEPARTMENT WORK SCHEDULE

2026

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Off-Cycle #24 Per.End Bi-weekly 06-04-26 Monthly 06-04-26 FEL 07-02-26	1 CLOSE BW #19 No Online checks NO TAX ENTRY No BW E-DOC Approvals	2	3	4 LOCK-CLOSE Off-Cycle #24 @ 10:30 am BW # 20 Vouchers Available 05-24-26 - 06-06-26	5 PAYDAY BW #19 Next Period Timesheets Available	6 End of Pay Period
7 Off-Cycle #25 Per.End Bi-weekly 06-05-26 Monthly 06-12-26 FEL 07-03-26	8 Extra MO Encumbrances TIME approvals (approver)	9 TIME approvals (approver)	10 BW Job Pay Flag Off @ 5 pm TIME EXTRACT @ 3 pm Time - Proc.Final Approvals by 3pm	11 BW/HR Pend.Vo.CUTOFF @ 4 pm MO #21 Vouchers Available 06-01-26 - 06-30-26	12 LOCK-CLOSE Off-Cycle #25 @ 10:30 am No BW E-DOC Approvals	13
14 Off-Cycle #26 Per.End Bi-weekly 06-17-26 Monthly 06-17-26 FEL 07-04-26	15 CLOSE BW #20 No Online checks NO TAX ENTRY No BW E-DOC Approvals	16	17 LOCK-CLOSE Off-Cycle #26 @ 10:30 am	18 BW # 22 Vouchers Available 06-07-26 - 06-20-26 PAYDAY BW #20	19 Juneteenth HOLIDAY Next Period Timesheets Available	20 End of Pay Period
21 Off-Cycle #27 Per.End Bi-weekly 06-18-26 Monthly 07-01-26 FEL 08-01-26	22 MO. Job Pay Flag Off @ 5 pm TIME approvals (approver)	23 MO Pend.Vo. CUTOFF@ noon TIME approvals (approver) No MO E-DOC Approvals	24 CLOSE MO # 21 No Online checks NO TAX ENTRY BW Job Pay Flag Off @ 5 pm TIME EXTRACT @ 3 pm Time - Proc.Final Approvals by 3pm No MO E-DOC Approvals	25 BW/HR Pend.Vo.CUTOFF @ 4 pm	26 LOCK-CLOSE Off-Cycle #27 @ 10:30 am No BW E-DOC Approvals	27
28 Off-Cycle #28 Per.End Monthly 07-02-26 FEL 08-02-26	29 CLOSE BW #22 No Online checks NO TAX ENTRY *** No BW Onlines *** No BW E-DOC Approvals	30 LOCK-CLOSE Off-Cycle #28 @ 10:30 am *** No BW Paygroups in Off-Cycle *** ** No Online Checks after Off-Cycle ** *** No BW Onlines *** PAYDAY MO #21				