JUNE

PAYROLL DEPARTMENT WORK SCHEDULE

2027

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