NOVEMBER

PAYROLL DEPARTMENT WORK SCHEDULE

2027

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Off-Cycle #47 Per.End Bi-weekly 11-04-27 Monthly 11-04-27 FEL 12-02-27	**1** **CLOSE BW #34** **No Online checks** **NO TAX ENTRY** No BW E-DOC Approvals	**2**	**3**	**4** LOCK-CLOSE Off-Cycle #47 @ 10:30 am **BW # 35 Vouchers Available** 10-24-27 - 11-06-27	**5** **PAYDAY BW #34** Next Period Timesheets Available	**6** End of Pay Period
7 Off-Cycle #48 Per.End Bi-weekly 11-05-27 Monthly 11-12-27 FEL 12-03-27	**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** Veteran's Day (Federal Holiday) **BW/HR Pend.Vo.CUTOFF @ 4pm** **MO #36 Vouchers Available** 11-01-27 - 11-30-27	**12** LOCK-CLOSE Off-Cycle #48 @ 10:30 am No BW E-DOC Approvals	**13**
14 Off-Cycle #49 Per.End Bi-weekly 11-18-27 Monthly 11-18-27 FEL 12-04-27	**15** **CLOSE BW #35** **No Online checks** **NO TAX ENTRY** No BW E-DOC Approvals	**16**	**17**	**18** LOCK-CLOSE Off-Cycle #49 @ 10:30 am **MO. Job Pay Flag Off @ 5 pm** **BW # 37 Vouchers Available** 11-07-27 - 11-20-27	**19** **MO Pend.Vo. CUTOFF@ 4 pm** **PAYDAY BW #35** Next Period Timesheets Available	**20** End of Pay Period
21 Off-Cycle #50 Per.End Bi-weekly 11-19-27 Monthly 12-01-27 FEL 01-01-28	**22** No MO E-DOC Approvals TIME approvals (approver)	**23** **CLOSE MO # 36** **No Online checks** **NO TAX ENTRY** **BW Job Pay Flag Off @ 5 pm** No MO E-DOC Approvals **TIME EXTRACT @ 5 pm** Time - Proc.Final Approvals by 5pm	**24** LOCK-CLOSE Off-Cycle #50 @ 10:30 am **BW/HR Pend.Vo.CUTOFF @ noon**	**25** **Thanksgiving Day** **HOLIDAY**	**26** **Friday after Thanksgiving** **HOLIDAY** No BW E-DOC Approvals	**27**
28 Off-Cycle #51 Per.End Monthly 12-02-27 FEL 01-02-28	**29** **CLOSE BW #37** **No Online checks** **NO TAX ENTRY** ***** No BW Onlines ***** No BW E-DOC Approvals	**30** LOCK-CLOSE Off-Cycle #51 @ 10:30 am ***** No BW Paygroups in Off-Cycle ***** **** No Online Checks after Off-Cycle **** ***** No BW Onlines ***** **PAYDAY MO #36**				