SEPTEMBER

PAYROLL DEPARTMENT WORK SCHEDULE

2027

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Off-Cycle #38 Per.End Bi-weekly 08-27-27 Monthly 09-03-27 AS0 09-02-27 FEL 10-03-27			**1** **BW Job Pay Flag Off @ 5 pm** **TIME EXTRACT @ 3 pm** Time - Proc.Final Approvals by 3pm	**2** LOCK-CLOSE Off-Cycle #38 @ 10:30 am **BW/HR Pend.Vo.CUTOFF @ noon** No BW E-DOC Approvals	**3** **CLOSE BW #28** **No Online checks** **NO TAX ENTRY** No BW E-DOC Approvals	**4**
5 Off-Cycle #39 Per.End Bi-weekly 09-09-27 Monthly 09-09-27 FEL 10-04-27	**6** **Labor Day** **HOLIDAY**	**7**	**8** **Extra MO Encumbrances**	**9** LOCK-CLOSE Off-Cycle #39 @ 10:30 am **BW # 29 Vouchers Available** 08-29-27 - 09-11-27	**10** **PAYDAY BW #28** Next Period Timesheets Available	**11** End of Pay Period
12 Off-Cycle #40 Per.End Bi-weekly 09-10-27 Monthly 09-17-27 FEL 10-05-27	**13** **MO #30 Vouchers Available** 09-01-27 - 09-30-27 TIME approvals (approver)	**14** TIME approvals (approver)	**15** **BW Job Pay Flag Off @ 5 pm** **TIME EXTRACT @ 3 pm** Time - Proc.Final Approvals by 3pm	**16** **BW/HR Pend.Vo.CUTOFF @ 4pm**	**17** LOCK-CLOSE Off-Cycle #40 @ 10:30 am No BW E-DOC Approvals	**18**
19 Off-Cycle #41 Per.End Bi-weekly 09-23-27 Monthly 09-23-27 FEL 10-06-27	**20** **CLOSE BW #29** **No Online checks** **NO TAX ENTRY** No BW E-DOC Approvals	**21** **MO. Job Pay Flag Off @ 5 pm**	**22** **MO Pend.Vo. CUTOFF@ 4 pm**	**23** LOCK-CLOSE Off-Cycle #41 @ 10:30 am **BW # 31 Vouchers Available** 09-12-27 - 09-25-27 No MO E-DOC Approvals	**24** **CLOSE MO # 30** **No Online checks** **NO TAX ENTRY** No MO E-DOC Approvals **PAYDAY BW #29** Next Period Timesheets Available	**25** End of Pay Period
26 Off-Cycle #42 Per.End Bi-weekly 09-24-27 Monthly 10-01-27 FEL 11-01-27	**27** TIME approvals (approver)	**28** TIME approvals (approver)	**29** **BW Job Pay Flag Off @ 5 pm** **TIME EXTRACT @ 3 pm** Time - Proc.Final Approvals by 3pm	**30** LOCK-CLOSE Off-Cycle #42 @ 10:30 am **** No Online Checks after Off-Cycle **** **BW/HR Pend.Vo.CUTOFF @ 4pm** **PAYDAY MO #30**		