

# DECEMBER

## PAYROLL DEPARTMENT WORK SCHEDULE

# 2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Off-Cycle #52 Per.End Bi-weekly 12-04-25 Monthly 12-05-25 FEL 01-02-26	<b>1</b> <b>CLOSE BW #39</b> <b>No Online checks</b> <b>NO TAX ENTRY</b> <b>MO #40 (AS0) Vouchers Available</b> 12-01-25 - 12-31-25 No BW E-DOC Approvals	<b>2</b>	<b>3</b>	<b>4</b>  <b>BW # 41 Vouchers Available</b> 11-23-25 - 12-06-25	<b>5</b> LOCK-CLOSE Off-Cycle #52 @ 10:30 am  <b>PAYDAY BW #39</b> Next Period Timesheets Available	<b>6</b> End of Pay Period
Off-Cycle #53 Per.End Bi-weekly 12-05-25 Monthly 12-11-25 FEL 01-03-26	<b>8</b> <b>Extra MO Encumbrances</b>  TIME approvals ( approver )	<b>9</b>  TIME approvals ( approver )	<b>10</b> <b>BW Job Pay Flag Off @ 5 pm</b> <b>MO. AS0 Job Pay Flag Off @ 5 pm</b> <b>TIME EXTRACT @ 3 pm</b> Time - Proc.Final Approvals by 3pm	<b>11</b> LOCK-CLOSE Off-Cycle #53 @ 10:30 am <b>MO AS0 Pend.Vo. CUTOFF@ noon</b> <b>BW/HR Pend.Vo.CUTOFF @ 4 pm</b>	<b>12</b> <b>CLOSE MO # 40 (AS0)</b> <b>No Online checks</b> <b>NO TAX ENTRY</b> No BW E-DOC Approvals	<b>13</b>
Off-Cycle #54 Per.End Bi-weekly 12-18-25 Monthly 12-18-25 AS0 01-01-26 FEL 01-04-26	<b>15</b> Fall Exams <b>CLOSE BW #41</b> <b>No Online checks</b> <b>NO TAX ENTRY</b> <b>MO #01 Vouchers Available</b> 12-01-25 - 12-31-25 No BW E-DOC Approvals	<b>16</b> Fall Exams	<b>17</b> Fall Exams	<b>18</b> Fall Exams LOCK-CLOSE Off-Cycle #54 @ 10:30 am  <b>BW # 02 Vouchers Available</b> 12-07-25 - 12-20-25	<b>19</b> Fall Exams/Graduation  <b>MO. Job Pay Flag Off @ 5 pm</b>  <b>PAYDAY BW #41</b> <b>PAYDAY MO # 40 (AS0)</b> Next Period Timesheets Available	<b>20</b> End of Pay Period
Off-Cycle #55 Per.End Bi-weekly 12-19-25	<b>22</b> <b>MO Pend.Vo. CUTOFF@ 4 pm</b>  TIME approvals ( approver )	<b>23</b>  No MO E-DOC Approvals TIME approvals ( approver )	<b>24</b> <b>CLOSE MO # 01</b> <b>No Online checks</b> <b>NO TAX ENTRY</b> <b>BW Job Pay Flag Off @ 5 pm</b> <b>*** No MO Onlines ***</b> No MO E-DOC Approvals <b>TIME EXTRACT @ 3 pm</b> Time - Proc.Final Approvals by 3pm	<b>25</b> <b>Christmas Day</b> <b>HOLIDAY</b>  <b>*** No MO Onlines ***</b>	<b>26</b> <b>Winter Break</b> <b>HOLIDAY</b> LOCK-CLOSE Off-Cycle #55 @ 10:30 am <b>BW/HR Pend.Vo.CUTOFF @ noon</b> <b>*** No MO Paygroups in Off-Cycle ***</b> <b>** No Online Checks after Off-Cycle **</b> <b>*** No MO Onlines ***</b> No BW E-DOC Approvals	<b>27</b>
<b>28</b>	<b>29</b> <b>Winter Break</b> <b>HOLIDAY</b> <b>CLOSE BW #02</b> <b>No Online checks</b> <b>NO TAX ENTRY</b> <b>*** No MO Onlines ***</b>  <b>*** No BW Onlines ***</b> No BW E-DOC Approvals	<b>30</b> <b>Winter Break</b> <b>HOLIDAY</b>  <b>*** No MO Onlines ***</b> <b>*** No BW Onlines ***</b>	<b>31</b> <b>Winter Break</b> <b>HOLIDAY</b>  <b>*** No MO Onlines ***</b> <b>*** No BW Onlines ***</b>			