

OCTOBER

PAYROLL DEPARTMENT WORK SCHEDULE

2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Off-Cycle #43 Per.End Bi-weekly 09-26-25 Monthly 10-03-25 FEL 11-03-25			1 BW Job Pay Flag Off @ 5 pm TIME EXTRACT @ 3 pm Time - Proc.Final Approvals by 3pm	2 BW/HR Pend.Vo.CUTOFF @ 4 pm	3 LOCK-CLOSE Off-Cycle #43 @ 10:30 am No BW E-DOC Approvals	4
5 Off-Cycle #44 Per.End Bi-weekly 10-09-25 Monthly 10-09-25 FEL 11-04-25	6 CLOSE BW #33 No Online checks NO TAX ENTRY No BW E-DOC Approvals	7	8 Extra MO Encumbrances	9 LOCK-CLOSE Off-Cycle #44 @ 10:30 am BW # 34 Vouchers Available 09-28-25 - 10-11-25	10 PAYDAY BW #33 Next Period Timesheets Available	11 End of Pay Period
12 Off-Cycle #45 Per.End Bi-weekly 10-10-25 Monthly 10-17-25 FEL 11-05-25	13 Columbus Day (Federal Holiday) MO #35 Vouchers Available 10-01-25 - 10-31-25 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 @ 4 pm	17 LOCK-CLOSE Off-Cycle #45 @ 10:30 am No BW E-DOC Approvals	18
19 Off-Cycle #46 Per.End Bi-weekly 10-23-25 Monthly 10-23-25 FEL 11-06-25	20 CLOSE BW #34 No Online checks NO TAX ENTRY No BW E-DOC Approvals	21	22 MO. Job Pay Flag Off @ 5 pm	23 LOCK-CLOSE Off-Cycle #46 @ 10:30 am MO Pend.Vo. CUTOFF@ 4 pm BW # 36 Vouchers Available 10-12-25 - 10-25-25	24 PAYDAY BW #34 No MO E-DOC Approvals Next Period Timesheets Available	25 End of Pay Period
26 Off-Cycle #47 Per.End Bi-weekly 10-24-25 Monthly 11-01-25 FEL 12-01-25	27 CLOSE MO # 35 No Online checks NO TAX ENTRY No MO E-DOC Approvals 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 BW/HR Pend.Vo.CUTOFF @ 4 pm	31 LOCK-CLOSE Off-Cycle #47 @ 10:30 am ** No Online Checks after Off-Cycle ** PAYDAY MO #35 No BW E-DOC Approvals	