

JANUARY

PAYROLL DEPARTMENT WORK SCHEDULE

2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Off-Cycle #01 Per.End Bi-weekly 01-02-25 Monthly 01-02-25 FEL 02-01-25			1 New Year's Day HOLIDAY	2 LOCK-CLOSE Off-Cycle #01 @ 10:30 am BW # 03 Vouchers Available 12-22-24 - 01-04-25 PAYDAY MO #01	3 CLOSE YE 2024 PAYDAY BW #02 Next Period Timesheets Available	4 End of Pay Period
5 Off-Cycle #02 Per.End Bi-weekly 01-03-25 Monthly 01-10-25 FEL 02-02-25	6 TIME approvals (approver)	7 TIME approvals (approver)	8 Extra MO Encumbrances BW Job Pay Flag Off @ 5 pm TIME EXTRACT @ 3 pm Time - Proc.Final Approvals by 3pm	9 BW/HR Pend.Vo.CUTOFF @ 4 pm	10 LOCK-CLOSE Off-Cycle #02 @ 10:30 am No BW E-DOC Approvals	11
12 Off-Cycle #03 Per.End Bi-weekly 01-16-25 Monthly 01-16-25 FEL 02-03-25	13 Classes Begin CLOSE BW #03 No Online checks NO TAX ENTRY MO #04 Vouchers Available 01-01-25 - 01-31-25 No BW E-DOC Approvals	14 	15 	16 LOCK-CLOSE Off-Cycle #03 @ 10:30 am BW # 05 Vouchers Available 01-05-25 - 01-18-25	17 PAYDAY BW #03 Next Period Timesheets Available	18 End of Pay Period
19 Off-Cycle #04 Per.End Bi-weekly 01-17-25 Monthly 01-23-25 FEL 02-04-25	20 Martin Luther King, Jr. Day HOLIDAY TIME approvals (approver)	21 MO. Job Pay Flag Off @ 5 pm TIME approvals (approver)	22 MO Pend.Vo. CUTOFF@ 4 pm BW Job Pay Flag Off @ 5 pm TIME EXTRACT @ 3 pm Time - Proc.Final Approvals by 3pm	23 LOCK-CLOSE Off-Cycle #04 @ 10:30 am BW/HR Pend.Vo.CUTOFF @ 4 pm No MO E-DOC Approvals	24 CLOSE MO # 04 No Online checks NO TAX ENTRY No MO E-DOC Approvals No BW E-DOC Approvals	25
26 Off-Cycle #05 Per.End Bi-weekly 01-30-25 Monthly 02-01-25 FEL 03-01-25	27 CLOSE BW #05 No Online checks NO TAX ENTRY No BW E-DOC Approvals	28 	29 	30 BW # 06 Vouchers Available 01-19-25 - 02-01-25	31 LOCK-CLOSE Off-Cycle #05 @ 10:30 am ** No Online Checks after Off-Cycle ** PAYDAY MO #04 PAYDAY BW #05 Next Period Timesheets Available	