

JULY**PAYROLL DEPARTMENT WORK SCHEDULE****2025**

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Off-Cycle #28 Per.End Bi-weekly 07-03-25 Monthly 07-03-25 FEL 08-02-25		1	2	3 LOCK-CLOSE Off-Cycle #28 @ 10:30 am BW # 23 Vouchers Available 06-22-25 - 07-05-25 PAYDAY BW #22	4 Independence Day HOLIDAY Next Period Timesheets Available	5 End of Pay Period
6 Off-Cycle #29 Per.End Bi-weekly 07-04-25 Monthly 07-11-25 FEL 08-03-25	7 TIME approvals (approver)	8 Extra MO Encumbrances TIME approvals (approver)	9 BW Job Pay Flag Off @ 5 pm TIME EXTRACT @ 3 pm Time - Proc.Final Approvals by 3pm	10 BW/HR Pend.Vo.CUTOFF @ 4 pm	11 LOCK-CLOSE Off-Cycle #29 @ 10:30 am MO #24 Vouchers Available 07-01-25 - 07-31-25 No BW E-DOC Approvals	12
13 Off-Cycle #30 Per.End Bi-weekly 07-17-25 Monthly 07-17-25 FEL 08-04-25	14 CLOSE BW #23 No Online checks NO TAX ENTRY No BW E-DOC Approvals	15	16	17 LOCK-CLOSE Off-Cycle #30 @ 10:30 am BW # 25 Vouchers Available 07-06-25 - 07-19-25	18 PAYDAY BW #23 Next Period Timesheets Available	19 End of Pay Period
20 Off-Cycle #31 Per.End Bi-weekly 07-18-25 Monthly 07-24-25 FEL 08-05-25	21 TIME approvals (approver)	22 MO. Job Pay Flag Off @ 5 pm TIME approvals (approver)	23 BW Job Pay Flag Off @ 5 pm MO Pend.Vo. CUTOFF@ 4 pm TIME EXTRACT @ 3 pm Time - Proc.Final Approvals by 3pm	24 LOCK-CLOSE Off-Cycle #31 @ 10:30 am BW/HR Pend.Vo.CUTOFF @ 4 pm No MO E-DOC Approvals	25 CLOSE MO # 24 No Online checks NO TAX ENTRY No MO E-DOC Approvals No BW E-DOC Approvals	26
27 Off-Cycle #32 Per.End Monthly 08-01-25 FEL 09-01-25	28 CLOSE BW #25 No Online checks NO TAX ENTRY *** No BW Onlines *** No BW E-DOC Approvals	29 *** No BW Onlines ***	30 *** No BW Onlines ***	31 LOCK-CLOSE Off-Cycle #32 @ 10:30 am *** No BW Paygroups in Off-Cycle *** ** No Online Checks after Off-Cycle ** BW # 26 Vouchers Available 07-20-25 - 08-02-25 *** No BW Onlines *** PAYDAY MO #24		