

# MARCH

## PAYROLL DEPARTMENT WORK SCHEDULE

# 2025

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