

MAY**PAYROLL DEPARTMENT WORK SCHEDULE****2025**

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Off-Cycle #19 Per.End Bi-weekly 04-25-25 Monthly 05-03-25 FEL 06-03-25				1 BW/HR Pend.Vo.CUTOFF @ 4 pm	2 LOCK-CLOSE Off-Cycle #19 @ 10:30 am No BW E-DOC Approvals	3
4 Off-Cycle #20 Per.End Bi-weekly 05-08-25 Monthly 05-08-25 AS0 05-13-25 FEL 06-04-25	5 Spring Exams CLOSE BW #15 No Online checks NO TAX ENTRY MO. AS0 Job Pay Flag Off @ 5 pm No BW E-DOC Approvals	6 Spring Exams MO AS0 Pend.Vo. CUTOFF@ noon	7 Spring Exams CLOSE MO # 16 (AS0) No Online checks NO TAX ENTRY	8 Spring Exams Extra MO Encumbrances LOCK-CLOSE Off-Cycle #20 @ 10:30 am BW # 17 Vouchers Available 04-27-25 - 05-10-25	9 Spring Exams PAYDAY BW #15 Next Period Timesheets Available	10 Graduation End of Pay Period
11 Off-Cycle #21 Per.End Bi-weekly 05-09-25 Monthly 05-16-25 FEL 06-05-25	12 MO #18 Vouchers Available 05-01-25 - 05-31-25 PAYDAY MO # 16 (AS0) TIME approvals (approver)	13 Classes Begin TIME approvals (approver)	14 BW Job Pay Flag Off @ 5 pm TIME EXTRACT @ 3 pm Time - Proc.Final Approvals by 3pm	15 BW/HR Pend.Vo.CUTOFF @ 4 pm	16 LOCK-CLOSE Off-Cycle #21 @ 10:30 am No BW E-DOC Approvals	17
18 Off-Cycle #22 Per.End Bi-weekly 05-22-25 Monthly 05-22-25 FEL 06-06-25	19 CLOSE BW #17 No Online checks NO TAX ENTRY No BW E-DOC Approvals	20 MO. Job Pay Flag Off @ 5 pm	21 MO Pend.Vo. CUTOFF@ 4 pm	22 LOCK-CLOSE Off-Cycle #22 @ 10:30 am BW # 19 Vouchers Available 05-11-25 - 05-24-25 No MO E-DOC Approvals	23 CLOSE MO # 18 No Online checks NO TAX ENTRY PAYDAY BW #17 No MO E-DOC Approvals Next Period Timesheets Available	24 End of Pay Period
25 Off-Cycle #23 Per.End Bi-weekly 05-23-25 Monthly 06-01-25 FEL 07-01-25	26 Memorial Day HOLIDAY TIME approvals (approver)	27 TIME approvals (approver)	28 BW Job Pay Flag Off @ 5 pm TIME EXTRACT @ 3 pm Time - Proc.Final Approvals by 3pm	29 BW/HR Pend.Vo.CUTOFF @ 4 pm	30 LOCK-CLOSE Off-Cycle #23 @ 10:30 am ** No Online Checks after Off-Cycle ** PAYDAY MO #18 No BW E-DOC Approvals	31