

APRIL**PAYROLL DEPARTMENT WORK SCHEDULE****2025**

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Off-Cycle #14 Per.End Bi-weekly 03-28-25 Monthly 04-04-25 FEL 05-03-25		1 TIME approvals (approver)	2 BW Job Pay Flag Off @ 5 pm TIME EXTRACT @ 3 pm Time - Proc.Final Approvals by 3pm	3 BW/HR Pend.Vo.CUTOFF @ 4 pm	4 LOCK-CLOSE Off-Cycle #14 @ 10:30 am No BW E-DOC Approvals	5
6 Off-Cycle #15 Per.End Bi-weekly 04-10-25 Monthly 04-10-25 FEL 05-04-25	7 CLOSE BW #12 No Online checks NO TAX ENTRY No BW E-DOC Approvals	8 Extra MO Encumbrances	9	10 LOCK-CLOSE Off-Cycle #15 @ 10:30 am BW # 13 Vouchers Available 03-30-25 - 04-12-25	11 MO #14 Vouchers Available 04-01-25 - 04-30-25 PAYDAY BW #12 Next Period Timesheets Available	12 End of Pay Period
13 Off-Cycle #16 Per.End Bi-weekly 04-11-25 Monthly 04-18-25 FEL 05-05-25	14 TIME approvals (approver)	15 TIME approvals (approver)	16 BW Job Pay Flag Off @ 5 pm TIME EXTRACT @ 3 pm Time - Proc.Final Approvals by 3pm	17 BW/HR Pend.Vo.CUTOFF @ 4 pm	18 LOCK-CLOSE Off-Cycle #16 @ 10:30 am No BW E-DOC Approvals	19
20 Off-Cycle #17 Per.End Bi-weekly 04-19-25 Monthly 04-23-25 FEL 05-06-25	21 CLOSE BW #13 No Online checks NO TAX ENTRY MO. Job Pay Flag Off @ 5 pm No BW E-DOC Approvals	22 MO Pend.Vo. CUTOFF@ 4 pm	23 LOCK-CLOSE Off-Cycle #17 @ 10:30 am No MO E-DOC Approvals	24 CLOSE MO # 14 No Online checks NO TAX ENTRY BW # 15 Vouchers Available 04-13-25 - 04-26-25 No MO E-DOC Approvals	25 MO #16 (AS0) Vouchers Available 05-01-25 - 05-12-25 PAYDAY BW #13 Next Period Timesheets Available	26 End of Pay Period
27 Off-Cycle #18 Per.End Bi-weekly 04-24-25 Monthly 05-02-25 FEL 06-02-25	28 TIME approvals (approver)	29 TIME approvals (approver)	30 LOCK-CLOSE Off-Cycle #18 @ 10:30 am ** No Online Checks after Off-Cycle ** BW Job Pay Flag Off @ 5 pm PAYDAY MO #14 TIME EXTRACT @ 3 pm Time - Proc.Final Approvals by 3pm			