

APRIL**PAYROLL DEPARTMENT WORK SCHEDULE****2026**

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