

AUGUST**PAYROLL DEPARTMENT WORK SCHEDULE****2026**

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1 End of Pay Period
2 Off-Cycle #34 Per.End Bi-weekly 07-31-26 Monthly 08-07-26 FEL 09-02-26	3 TIME approvals (approver)	4 TIME approvals (approver)	5 BW Job Pay Flag Off @ 5 pm TIME EXTRACT @ 3 pm Time - Proc.Final Approvals by 3pm	6 BW/HR Pend.Vo.CUTOFF @ 4 pm	7 LOCK-CLOSE Off-Cycle #34 @ 10:30 am No BW E-DOC Approvals	8
9 Off-Cycle #35 Per.End Bi-weekly 08-13-26 Monthly 08-13-26 FEL 09-03-26	10 CLOSE BW #26 No Online checks NO TAX ENTRY No BW E-DOC Approvals	11 Extra MO Encumbrances MO #28 Vouchers Available 08-01-26 - 08-31-26	12	13 LOCK-CLOSE Off-Cycle #35 @ 10:30 am BW # 27 Vouchers Available 08-02-26 - 08-15-26	14 PAYDAY BW #26 Next Period Timesheets Available	15 End of Pay Period
16 Off-Cycle #36 Per.End Bi-weekly 08-14-26 Monthly 08-21-26 FEL 09-04-26	17 TIME approvals (approver)	18 TIME approvals (approver)	19 BW Job Pay Flag Off @ 5 pm TIME EXTRACT @ 3 pm Time - Proc.Final Approvals by 3pm	20 BW/HR Pend.Vo.CUTOFF @ 4 pm MO. Job Pay Flag Off @ 5 pm	21 LOCK-CLOSE Off-Cycle #36 @ 10:30 am MO Pend.Vo. CUTOFF@ 4 pm No BW E-DOC Approvals	22
23	24 Classes Begin CLOSE BW #27 No Online checks NO TAX ENTRY No BW E-DOC Approvals No MO E-DOC Approvals	25 CLOSE MO # 28 No Online checks NO TAX ENTRY No MO E-DOC Approvals	26 MO #29 (AS0) Vouchers Available 08-01-26 - 08-31-26	27 BW #30 Vouchers Available 08-16-26 - 08-29-26	28 MO. AS0 Job Pay Flag Off @ 5 pm PAYDAY BW #27 Next Period Timesheets Available	29 End of Pay Period
30 Off-Cycle #37 Per.End Bi-weekly 08-27-26 AS0 08-30-26 S12 09-02-26 FEL 10-02-26	31 LOCK-CLOSE Off-Cycle #37 @ 10:30 am ** No Online Checks after Off-Cycle ** MO AS0 Pend.Vo. CUTOFF@ noon TIME approvals (approver) PAYDAY MO #28					