

DECEMBER

PAYROLL DEPARTMENT WORK SCHEDULE

2026

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Off-Cycle #52 Per.End Bi-weekly 12-03-26 Monthly 12-03-26 FEL 01-02-27		1 MO #40 (AS0) Vouchers Available 12-01-26 - 12-31-26	2	3 LOCK-CLOSE Off-Cycle #52 @ 10:30 am BW # 41 Vouchers Available 11-22-26 - 12-05-26	4 PAYDAY BW #39 Next Period Timesheets Available	5 End of Pay Period
6 Off-Cycle #53 Per.End Bi-weekly 12-04-26 Monthly 12-10-26 FEL 01-03-27	7 TIME approvals (approver)	8 Extra MO Encumbrances TIME approvals (approver)	9 BW Job Pay Flag Off @ 5 pm MO. AS0 Job Pay Flag Off @ 5 pm TIME EXTRACT @ 3 pm Time - Proc.Final Approvals by 3pm	10 LOCK-CLOSE Off-Cycle #53 @ 10:30 am BW/HR Pend.Vo.CUTOFF @ 4pm MO AS0 Pend.Vo. CUTOFF@ noon	11 CLOSE MO # 40 (AS0) No Online checks NO TAX ENTRY No BW E-DOC Approvals	12
13 Off-Cycle #54 Per.End Bi-weekly 12-17-26 Monthly 12-17-26 AS0 01-01-27 FEL 01-04-27	14 Fall Exams CLOSE BW #41 No Online checks NO TAX ENTRY MO #01 Vouchers Available 12-01-26 - 12-31-26 No BW E-DOC Approvals	15 Fall Exams	16 Fall Exams	17 Fall Exams LOCK-CLOSE Off-Cycle #54 @ 10:30 am BW # 42 Vouchers Available 12-06-26 - 12-19-26	18 Fall Exams PAYDAY MO # 40 (AS0) PAYDAY BW #41 Next Period Timesheets Available	19 Graduation End of Pay Period
20 Off-Cycle #55 Per.End Bi-weekly 12-18-26 Monthly 12-22-26 AS0 01-02-27 FEL 01-05-27	21 TIME approvals (approver)	22 LOCK-CLOSE Off-Cycle #55 @ 10:30 am BW Job Pay Flag Off @ 5 pm TIME EXTRACT @ 5 pm Time - Proc.Final Approvals by 5pm	23 MO. Job Pay Flag Off @ 5 pm BW/HR Pend.Vo.CUTOFF @ noon No BW E-DOC Approvals	24 CLOSE BW #42 No Online checks NO TAX ENTRY MO Pend.Vo. CUTOFF@ noon No MO E-DOC Approvals No BW E-DOC Approvals	25 Christmas Day HOLIDAY	26
27 Off-Cycle #56 Per.End Bi-weekly 12-20-26	28 Winter Break HOLIDAY CLOSE MO # 01 No Online checks NO TAX ENTRY *** No MO Onlines *** No MO E-DOC Approvals	29 Winter Break HOLIDAY *** No MO Onlines ***	30 Winter Break HOLIDAY *** No MO Onlines ***	31 Winter Break HOLIDAY LOCK-CLOSE Off-Cycle #56 @ 10:30 am ** No Online Checks after Off-Cycle ** *** No MO Paygroups in Off-Cycle *** BW # 02 Vouchers Available 12-20-26 - 01-02-27 PAYDAY BW #42 *** No MO Onlines ***		