

FEBRUARY

PAYROLL DEPARTMENT WORK SCHEDULE

2026

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1 Off-Cycle #06 Per.End Bi-weekly 01-30-26 Monthly 02-06-26 FEL 03-02-26	2 TIME approvals (approver)	3 TIME approvals (approver)	4 BW Job Pay Flag Off @ 5 pm TIME EXTRACT @ 3 pm Time - Proc.Final Approvals by 3pm	5 BW/HR Pend.Vo.CUTOFF @ 4 pm	6 LOCK-CLOSE Off-Cycle #06 @ 10:30 am No BW E-DOC Approvals	7
8 Off-Cycle #07 Per.End Bi-weekly 02-12-26 Monthly 02-12-26 FEL 03-03-26	9 CLOSE BW #06 No Online checks NO TAX ENTRY No BW E-DOC Approvals	10 Extra MO Encumbrances	11 MO #07 Vouchers Available 02-01-26 - 02-28-26	12 LOCK-CLOSE Off-Cycle #07 @ 10:30 am BW # 08 Vouchers Available 02-01-26 - 02-14-26	13 PAYDAY BW #06 Next Period Timesheets Available	14 End of Pay Period
15 Off-Cycle #08 Per.End Bi-weekly 02-13-26 Monthly 02-19-26 FEL 03-04-26	16 President's Day (Federal Holiday) TIME approvals (approver)	17 MO. Job Pay Flag Off @ 5 pm TIME approvals (approver)	18 BW Job Pay Flag Off @ 5 pm MO Pend.Vo. CUTOFF@ 4 pm TIME EXTRACT @ 3 pm Time - Proc.Final Approvals by 3pm	19 LOCK-CLOSE Off-Cycle #08 @ 10:30 am BW/HR Pend.Vo.CUTOFF @ 4 pm No MO E-DOC Approvals	20 CLOSE MO # 07 No Online checks NO TAX ENTRY No MO E-DOC Approvals No BW E-DOC Approvals	21
22 Off-Cycle #09 Per.End Bi-weekly 02-26-26 Monthly 03-01-26 FEL 04-01-26	23 CLOSE BW #08 No Online checks NO TAX ENTRY No BW E-DOC Approvals	24	25	26 BW # 09 Vouchers Available 02-15-26 - 02-28-26	27 LOCK-CLOSE Off-Cycle #09 @ 10:30 am ** No Online Checks after Off-Cycle ** PAYDAY MO #07 PAYDAY BW #08 Next Period Timesheets Available	28 End of Pay Period