

JANUARY

PAYROLL DEPARTMENT WORK SCHEDULE

2026

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Off-Cycle #01 Per.End Bi-weekly 01-01-26 Monthly 01-02-26 FEL 02-01-26				1 New Year's Day HOLIDAY BW # 03 Vouchers Available 12-21-25 - 01-03-26	2 LOCK-CLOSE Off-Cycle #01 @ 10:30 am PAYDAY MO #01 PAYDAY BW #02 Next Period Timesheets Available	3 End of Pay Period
4 Off-Cycle #02 Per.End Bi-weekly 01-02-26 Monthly 01-09-26 FEL 02-02-26	5 YE Close TIME approvals (approver)	6 TIME approvals (approver)	7 BW Job Pay Flag Off @ 5 pm TIME EXTRACT @ 3 pm Time - Proc.Final Approvals by 3pm	8 Extra MO Encumbrances BW/HR Pend.Vo.CUTOFF @ 4 pm	9 LOCK-CLOSE Off-Cycle #02 @ 10:30 am No BW E-DOC Approvals	10
11 Off-Cycle #03 Per.End Bi-weekly 01-15-26 Monthly 01-15-26 FEL 02-03-26	12 Classes Begin CLOSE BW #03 No Online checks NO TAX ENTRY MO #04 Vouchers Available 01-01-26 - 01-31-26 No BW E-DOC Approvals	13 	14 	15 LOCK-CLOSE Off-Cycle #03 @ 10:30 am BW # 05 Vouchers Available 01-04-26 - 01-17-26	16 PAYDAY BW #03 Next Period Timesheets Available	17 End of Pay Period
18 Off-Cycle #04 Per.End Bi-weekly 01-16-26 Monthly 01-22-26 FEL 02-04-26	19 Martin Luther King, Jr. Day HOLIDAY TIME approvals (approver)	20 MO. Job Pay Flag Off @ 5 pm TIME approvals (approver)	21 BW Job Pay Flag Off @ 5 pm MO Pend.Vo. CUTOFF@ 4 pm TIME EXTRACT @ 3 pm Time - Proc.Final Approvals by 3pm	22 LOCK-CLOSE Off-Cycle #04 @ 10:30 am BW/HR Pend.Vo.CUTOFF @ 4 pm No MO E-DOC Approvals	23 CLOSE MO # 04 No Online checks NO TAX ENTRY No MO E-DOC Approvals No BW E-DOC Approvals	24
25 Off-Cycle #05 Per.End Bi-weekly 01-29-26 Monthly 02-01-26 FEL 03-01-26	26 CLOSE BW #05 No Online checks NO TAX ENTRY No BW E-DOC Approvals	27 	28 	29 BW # 06 Vouchers Available 01-18-26 - 01-31-26	30 LOCK-CLOSE Off-Cycle #05 @ 10:30 am ** No Online Checks after Off-Cycle ** PAYDAY MO #04 PAYDAY BW #05 Next Period Timesheets Available	31 End of Pay Period