

JULY**PAYROLL DEPARTMENT WORK SCHEDULE****2026**

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Off-Cycle #29 Per.End Bi-weekly 07-02-26 Monthly 07-03-26 FEL 08-03-26			1	2 LOCK-CLOSE Off-Cycle #29 @ 10:30 am BW # 23 Vouchers Available 06-21-26 - 07-04-26 PAYDAY BW #22	3 Independence Day 'Observed' HOLIDAY Next Period Timesheets Available	4 End of Pay Period
5 Off-Cycle #30 Per.End Bi-weekly 07-03-26 Monthly 07-10-26 FEL 08-04-26	6 TIME approvals (approver)	7 TIME approvals (approver)	8 Extra MO Encumbrances BW Job Pay Flag Off @ 5 pm TIME EXTRACT @ 3 pm Time - Proc.Final Approvals by 3pm	9 BW/HR Pend.Vo.CUTOFF @ 4 pm	10 LOCK-CLOSE Off-Cycle #30 @ 10:30 am No BW E-DOC Approvals	11
12 Off-Cycle #31 Per.End Bi-weekly 07-16-26 Monthly 07-16-26 FEL 08-05-26	13 CLOSE BW #23 No Online checks NO TAX ENTRY MO #24 Vouchers Available 07-01-26 - 07-31-26 No BW E-DOC Approvals	14	15	16 LOCK-CLOSE Off-Cycle #31 @ 10:30 am BW #25 Vouchers Available 07-05-26 - 07-18-26	17 PAYDAY BW #23 Next Period Timesheets Available	18 End of Pay Period
19 Off-Cycle #32 Per.End Bi-weekly 07-17-26 Monthly 07-23-26 FEL 08-06-26	20 TIME approvals (approver)	21 MO. Job Pay Flag Off @ 5 pm TIME approvals (approver)	22 BW Job Pay Flag Off @ 5 pm MO Pend.Vo. CUTOFF@ 4 pm TIME EXTRACT @ 3 pm Time - Proc.Final Approvals by 3pm	23 LOCK-CLOSE Off-Cycle #32 @ 10:30 am BW/HR Pend.Vo.CUTOFF @ 4 pm No MO E-DOC Approvals	24 CLOSE MO # 24 No Online checks NO TAX ENTRY No BW E-DOC Approvals No MO E-DOC Approvals	25
26 Off-Cycle #33 Per.End Bi-weekly 07-30-26 Monthly 08-01-26 FEL 09-01-26	27 CLOSE BW #25 No Online checks NO TAX ENTRY No BW E-DOC Approvals	28	29	30 BW # 26 Vouchers Available 07-19-26 - 08-01-26	31 LOCK-CLOSE Off-Cycle #33 @ 10:30 am ** No Online Checks after Off-Cycle ** PAYDAY MO #24 PAYDAY BW #25 Next Period Timesheets Available	