

MARCH**PAYROLL DEPARTMENT WORK SCHEDULE****2026**

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