

MAY

PAYROLL DEPARTMENT WORK SCHEDULE

2026

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1 No BW E-DOC Approvals	2
3 Off-Cycle #20 Per.End Bi-weekly 05-07-26 Monthly 05-07-26 AS0 05-12-26 FEL 06-02-26	4 Spring Exams CLOSE BW #15 No Online checks NO TAX ENTRY MO. AS0 Job Pay Flag Off @ 5 pm No BW E-DOC Approvals	5 Spring Exams MO AS0 Pend.Vo. CUTOFF@ noon	6 Spring Exams CLOSE MO # 16 (AS0) No Online checks NO TAX ENTRY	7 Spring Exams LOCK-CLOSE Off-Cycle #20 @ 10:30 am BW #17 Vouchers Available 04-26-26 - 05-09-26	8 Spring Exams Extra MO Encumbrances PAYDAY BW #15 Next Period Timesheets Available	9 Graduation End of Pay Period
10 Off-Cycle #21 Per.End Bi-weekly 05-08-26 Monthly 05-15-26 FEL 06-03-26	11 PAYDAY MO # 16 (AS0) MO #18 Vouchers Available 05-01-26 - 05-31-26 TIME approvals (approver)	12 Classes Begin TIME approvals (approver)	13 BW Job Pay Flag Off @ 5 pm TIME EXTRACT @ 3 pm Time - Proc.Final Approvals by 3pm	14 BW/HR Pend.Vo.CUTOFF @ 4 pm	15 LOCK-CLOSE Off-Cycle #21 @ 10:30 am No BW E-DOC Approvals	16
17 Off-Cycle #22 Per.End Bi-weekly 05-21-26 Monthly 05-21-26 FEL 06-04-26	18 CLOSE BW #17 No Online checks NO TAX ENTRY No BW E-DOC Approvals	19 MO. Job Pay Flag Off @ 5 pm	20 MO Pend.Vo. CUTOFF@ 4 pm	21 LOCK-CLOSE Off-Cycle #22 @ 10:30 am BW # 19 Vouchers Available 05-10-26 - 05-23-26 No MO E-DOC Approvals	22 CLOSE MO # 18 No Online checks NO TAX ENTRY No MO E-DOC Approvals PAYDAY BW #17 Next Period Timesheets Available	23 End of Pay Period
24 Off-Cycle #23 Per.End Bi-weekly 05-22-26 Monthly 06-01-26 FEL 07-01-26	25 Memorial Day HOLIDAY TIME approvals (approver)	26	27 BW Job Pay Flag Off @ 5 pm TIME EXTRACT @ 3 pm Time - Proc.Final Approvals by 3pm	28 BW/HR Pend.Vo.CUTOFF @ 4 pm	29 LOCK-CLOSE Off-Cycle #23 @ 10:30 am ** No Online Checks after Off-Cycle ** No BW E-DOC Approvals PAYDAY MO #18	30
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