November   PAYROLL DEPARTMENT WORK SCHEDULE   2026

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1 Off-Cycle #48　　Per.End Bi-weekly　　11-05-26 Monthly　　11-05-26 FEL　　12-02-26	**2** **CLOSE BW #36** **No Online checks** **NO TAX ENTRY** No BW E-DOC Approvals	**3**	**4**	**5** LOCK-CLOSE Off-Cycle #48 @ 10:30 am **BW # 37 Vouchers Available** 10-25-26 - 11-07-26	**6** **PAYDAY BW #36** Next Period Timesheets Available	**7** End of Pay Period
8 Off-Cycle #49　　Per.End Bi-weekly　　11-06-26 Monthly　　11-13-26 FEL　　12-03-26	**9** **Extra MO Encumbrances** TIME approvals (approver)	**10** TIME approvals (approver)	**11** Veteran's Day (Federal Holiday) **BW Job Pay Flag Off @ 5 pm** **MO #38 Vouchers Available** 11-01-26 - 11-30-26 **TIME EXTRACT @ 3 pm** Time - Proc.Final Approvals by 3pm	**12** **BW/HR Pend.Vo.CUTOFF @ 4 pm**	**13** LOCK-CLOSE Off-Cycle #49 @ 10:30 am No BW E-DOC Approvals	**14**
15 Off-Cycle #50　　Per.End Bi-weekly　　11-19-26 Monthly　　11-19-26 FEL　　12-04-26	**16** **CLOSE BW #37** **No Online checks** **NO TAX ENTRY** No BW E-DOC Approvals	**17**	**18** **MO. Job Pay Flag Off @ 5 pm**	**19** LOCK-CLOSE Off-Cycle #50 @ 10:30 am **MO Pend.Vo. CUTOFF@ 4 pm** **BW # 39 Vouchers Available** 11-08-26 - 11-21-26	**20** No MO E-DOC Approvals **PAYDAY BW #37** Next Period Timesheets Available	**21** End of Pay Period
22 Off-Cycle #51　　Per.End Bi-weekly　　11-20-26 Monthly　　12-01-26 FEL　　01-01-27	**23** **CLOSE MO # 38** **No Online checks** **NO TAX ENTRY** TIME approvals (approver) No MO E-DOC Approvals	**24** **BW Job Pay Flag Off @ 5 pm** **TIME EXTRACT @ 5 pm** Time - Proc.Final Approvals by 5pm	**25** LOCK-CLOSE Off-Cycle #51 @ 10:30 am **** No Online Checks after Off-Cycle **** **BW/HR Pend.Vo.CUTOFF @ noon** No BW E-DOC Approvals	**26** **Thanksgiving Day** **HOLIDAY**	**27** **Friday after Thanksgiving** **HOLIDAY**	**28**
29	**30** **CLOSE BW #39** **No Online checks** **NO TAX ENTRY** No BW E-DOC Approvals **PAYDAY MO #38**					