

OCTOBER**PAYROLL DEPARTMENT WORK SCHEDULE****2026**

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Off-Cycle #43 Per.End Bi-weekly 09-25-26 Monthly 10-03-26 FEL 11-03-26				1 BW/HR Pend.Vo.CUTOFF @ 4 pm	2 LOCK-CLOSE Off-Cycle #43 @ 10:30 am No BW E-DOC Approvals	3
4 Off-Cycle #44 Per.End Bi-weekly 10-08-26 Monthly 10-08-26 FEL 11-04-26	5 CLOSE BW #33 No Online checks NO TAX ENTRY No BW E-DOC Approvals	6	7	8 LOCK-CLOSE Off-Cycle #44 @ 10:30 am Extra MO Encumbrances BW # 34 Vouchers Available 09-27-26 - 10-10-26	9 PAYDAY BW #33 Next Period Timesheets Available	10 End of Pay Period
11 Off-Cycle #45 Per.End Bi-weekly 10-09-26 Monthly 10-16-26 FEL 11-05-26	12 Columbus Day (Federal Holiday) MO #35 Vouchers Available 10-01-26 - 10-31-26 TIME approvals (approver)	13 TIME approvals (approver)	14 BW Job Pay Flag Off @ 5 pm TIME EXTRACT @ 3 pm Time - Proc.Final Approvals by 3pm	15 BW/HR Pend.Vo.CUTOFF @ 4 pm	16 LOCK-CLOSE Off-Cycle #45 @ 10:30 am No BW E-DOC Approvals	17
18 Off-Cycle #46 Per.End Bi-weekly 10-22-26 Monthly 10-22-26 FEL 11-06-26	19 CLOSE BW #34 No Online checks NO TAX ENTRY No BW E-DOC Approvals	20	21 MO. Job Pay Flag Off @ 5 pm	22 LOCK-CLOSE Off-Cycle #46 @ 10:30 am MO Pend.Vo. CUTOFF@ 4 pm BW # 36 Vouchers Available 10-11-26 - 10-24-26	23 No MO E-DOC Approvals PAYDAY BW #34 Next Period Timesheets Available	24 End of Pay Period
25 Off-Cycle #47 Per.End Bi-weekly 10-23-26 Monthly 11-01-26 FEL 12-01-26	26 CLOSE MO # 35 No Online checks NO TAX ENTRY TIME approvals (approver) No MO E-DOC Approvals	27 TIME approvals (approver)	28 BW Job Pay Flag Off @ 5 pm TIME EXTRACT @ 3 pm Time - Proc.Final Approvals by 3pm	29 BW/HR Pend.Vo.CUTOFF @ 4 pm	30 LOCK-CLOSE Off-Cycle #47 @ 10:30 am ** No Online Checks after Off-Cycle ** No BW E-DOC Approvals PAYDAY MO #35	31