

SEPTEMBER

PAYROLL DEPARTMENT WORK SCHEDULE

2026

SUNDAY		MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Off-Cycle #38	Per.End		1 CLOSE MO # 29 (AS0) No Online checks NO TAX ENTRY TIME approvals (approver)	2 BW Job Pay Flag Off @ 5 pm TIME EXTRACT @ 3 pm Time - Proc.Final Approvals by 3pm	3 LOCK-CLOSE Off-Cycle #38 @ 10:30 am BW/HR Pend.Vo.CUTOFF @ noon No BW E-DOC Approvals	4 CLOSE BW #30 No Online checks NO TAX ENTRY PAYDAY MO # 29 (AS0) No BW E-DOC Approvals	5
6 Off-Cycle #39	Per.End	7 Labor Day HOLIDAY	8 Extra MO Encumbrances	9	10 LOCK-CLOSE Off-Cycle #39 @ 10:30 am BW #31 Vouchers Available 08-30-26 - 09-12-26	11 MO #32 Vouchers Available 09-01-26 - 09-30-26 PAYDAY BW #30 Next Period Timesheets Available	12 End of Pay Period
13 Off-Cycle #40	Per.End	14	15	16 BW Job Pay Flag Off @ 5 pm TIME EXTRACT @ 3 pm Time - Proc.Final Approvals by 3pm	17 BW/HR Pend.Vo.CUTOFF @ 4 pm	18 LOCK-CLOSE Off-Cycle #40 @ 10:30 am No BW E-DOC Approvals	19
20 Off-Cycle #41	Per.End	21 CLOSE BW #31 No Online checks NO TAX ENTRY MO. Job Pay Flag Off @ 5 pm No BW E-DOC Approvals	22 MO Pend.Vo. CUTOFF@ 4 pm	23 LOCK-CLOSE Off-Cycle #41 @ 10:30 am No MO E-DOC Approvals	24 CLOSE MO # 32 No Online checks NO TAX ENTRY BW # 33 Vouchers Available 09-13-26 - 09-26-26 No MO E-DOC Approvals	25 PAYDAY BW #31 Next Period Timesheets Available	26 End of Pay Period
27 Off-Cycle #42	Per.End	28	29	30 LOCK-CLOSE Off-Cycle #42 @ 10:30 am ** No Online Checks after Off-Cycle ** BW Job Pay Flag Off @ 5 pm TIME EXTRACT @ 3 pm Time - Proc.Final Approvals by 3pm PAYDAY MO #32			