

JUNE**PAYROLL DEPARTMENT WORK SCHEDULE****2025**

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