

NOVEMBER

PAYROLL DEPARTMENT WORK SCHEDULE

2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2 Off-Cycle #48 Per.End Bi-weekly 11-06-25 Monthly 11-06-25 FEL 12-02-25	3 CLOSE BW #36 No Online checks NO TAX ENTRY No BW E-DOC Approvals	4	5	6 LOCK-CLOSE Off-Cycle #48 @ 10:30 am BW # 37 Vouchers Available 10-26-25 - 11-08-25	7 PAYDAY BW #36 Next Period Timesheets Available	8 End of Pay Period
9 Off-Cycle #49 Per.End Bi-weekly 11-07-25 Monthly 11-14-25 FEL 12-03-25	10 Extra MO Encumbrances TIME approvals (approver)	11 Veteran's Day (Federal Holiday) MO #38 Vouchers Available 11-01-25 - 11-30-25 TIME approvals (approver)	12 BW Job Pay Flag Off @ 5 pm TIME EXTRACT @ 3 pm Time - Proc.Final Approvals by 3pm	13 BW/HR Pend.Vo.CUTOFF @ 4 pm	14 LOCK-CLOSE Off-Cycle #49 @ 10:30 am No BW E-DOC Approvals	15
16 Off-Cycle #50 Per.End Bi-weekly 11-20-25 Monthly 11-20-25 FEL 12-04-25	17 CLOSE BW #37 No Online checks NO TAX ENTRY No BW E-DOC Approvals	18 MO. Job Pay Flag Off @ 5 pm	19 MO Pend.Vo. CUTOFF@ 4 pm	20 LOCK-CLOSE Off-Cycle #50 @ 10:30 am BW # 39 Vouchers Available 11-09-25 - 11-22-25 No MO E-DOC Approvals	21 CLOSE MO # 38 No Online checks NO TAX ENTRY PAYDAY BW #37 No MO E-DOC Approvals Next Period Timesheets Available	22 End of Pay Period
23 Off-Cycle #51 Per.End Bi-weekly 11-21-25 Monthly 12-01-25 FEL 01-01-26	24 TIME approvals (approver)	25 BW Job Pay Flag Off @ 5 pm TIME EXTRACT @ 5 pm Time - Proc.Final Approvals by 5pm	26 LOCK-CLOSE Off-Cycle #51 @ 10:30 am ** No Online Checks after Off-Cycle ** BW/HR Pend.Vo.CUTOFF @ noon PAYDAY MO #38	27 Thanksgiving Day HOLIDAY	28 Friday after Thanksgiving HOLIDAY No BW E-DOC Approvals	29
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