

July 2016						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					DAY 1	
	State Holiday	DAY 2 GAP 1 Cutoff	DAY 3 Payroll	DAY 4 System locked until 9am Warrant to Agy & mailed ACH to bank		
	Payday				Day 0 Off-Cycle WorkBench Cutoff ACH Reverse Cutoff	
	DAY 1	DAY 2 GAP 1 Cutoff	DAY 3 Payroll	DAY 4 System locked until 9am Warrant to Agy & mailed ACH to bank		
	Payday				ACH Reversal Cutoff	

August 2016						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	Day 0 Off-Cycle WorkBench Cutoff	DAY 1	DAY 2 GAP 1 Cutoff	DAY 3 Payroll	DAY 4 System locked until 9am Warrant to Agy & mailed ACH to bank	
			Payday			
			Day 0 Off-Cycle WorkBench Cutoff	DAY 1	DAY 2 GAP 1 Cutoff	
	DAY 3 Payroll	DAY 4 System locked until 9am Warrant to Agy & mailed ACH to bank		Payday		
			Day 0 Off-Cycle WorkBench Cutoff ACH Reverse Cutoff			

September 2016						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				DAY 1	DAY 2 GAP 1 Cutoff	
	State Holiday	DAY 3 Payroll	DAY 4 System locked until 9am Warrant to Agy & mailed ACH to bank		Payday	
				ACH Reversal Cutoff	Day 0 Off-Cycle WorkBench Cutoff	
	DAY 1	DAY 2 GAP 1 Cutoff	DAY 3 Payroll	DAY 4 System locked until 9am Warrant to Agy & mailed ACH to bank		
	Payday				Day 0 Off-Cycle WorkBench Cutoff ACH Reverse Cutoff	

October 2016						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						DAY 1
	DAY 2 GAP 1 Cutoff	DAY 3 Payroll	DAY 4 System locked until 9am Warrant to Agy & mailed ACH to bank		Payday	
	Bank Holiday				ACH Reversal Cutoff	
	Day 0 Off-Cycle WorkBench Cutoff	DAY 1	DAY 2 GAP 1 Cutoff	DAY 3 Payroll	DAY 4 System locked until 9am Warrant to Agy & mailed ACH to bank	
		Payday				

November 2016						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		Day 0 Off-Cycle WorkBench Cutoff	DAY 1	DAY 2 GAP 1 Cutoff	DAY 3 Payroll	DAY 4 System locked until 9am
	Warrants to Agency Warrants Mailed ACH File to Bank			Payday	State Holiday	
		Day 0 Off-Cycle WorkBench Cutoff	DAY 1	DAY 2 GAP 1 Cutoff ACH Reverse Cutoff	DAY 3 Payroll	DAY 4 System locked until 9am
	Warrants to Agency Warrants Mailed ACH File to Bank		Payday	State Holiday	State Holiday	

December 2016						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				Day 0 Off-Cycle WorkBench Cutoff	DAY 1	
	DAY 2 GAP 1 Cutoff	DAY 3 Payroll	DAY 4 System locked until 9am Warrant to Agy & mailed ACH to bank		Payday	
				Day 0 Off-Cycle WorkBench Cutoff ACH Reverse Cutoff	DAY 1	
	DAY 2 GAP 1 Cutoff	DAY 3 Payroll	DAY 4 System locked until 9am Warrant to Agy & mailed ACH to bank		Payday	
	State Holiday				Day 0 Off-Cycle WorkBench Cutoff ACH Reverse Cutoff	