

January 2016						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 State Holiday	2
3	4 DAY 1	5 DAY 2 GAP 1 Cutoff	6 DAY 3 Payroll	7 DAY 4 System locked until 9am Warrant to Agy & mailed ACH to bank	8	9
10	11 Payday	12	13	14 Day 0 Off-Cycle WorkBench Cutoff	15 DAY 1 ACH Reverse Cutoff	16
17	18 State Holiday	19 DAY 2 GAP 1 Cutoff	20 DAY 3 Payroll	21 DAY 4 System locked until 9am Warrant to Agy & mailed ACH to bank	22	23
24	25 Payday	26	27	28	29	30
31					ACH Reversal Cutoff	

February 2016						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 Day 0 Off-Cycle WorkBench Cutoff	2 DAY 1	3 DAY 2 GAP 1 Cutoff	4 DAY 3 Payroll	5 DAY 4 System locked until 9am Warrant to Agy & mailed ACH to bank	6
7	8	9	10 Payday	11	12	13
14	15 State Holiday	16	17 Day 0 Off-Cycle WorkBench Cutoff ACH Reverse Cutoff	18 DAY 1	19 DAY 2 GAP 1 Cutoff	20
21	22 DAY 3 Payroll	23 DAY 4 System locked until 9am Warrant to Agy & mailed ACH to bank	24	25 Payday	26	27
28	29	30	31			

March 2016						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 Day 0 Off-Cycle WorkBench Cutoff	2 DAY 1 ACH Reverse Cutoff	3 DAY 2 GAP 1 Cutoff	4 DAY 3 Payroll	5 DAY 4 System locked until 9am
6	7 Warrants to Agency Warrants Mailed ACH File to Bank	8	9	10 Payday	11	12
13	14	15	16 ACH Reversal Cutoff	17 Day 0 Off-Cycle WorkBench Cutoff	18 DAY 1	19
20	21 DAY 2 GAP 1 Cutoff	22 DAY 3 Payroll	23 DAY 4 System locked until 9am Warrant to Agy & mailed ACH to bank	24	25 Payday	26
27	28	29	30	31 ACH Reversal Cutoff		

April 2016						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 Day 0 Off-Cycle WorkBench Cutoff	2
3	4 DAY 1	5 DAY 2 GAP 1 Cutoff	6 DAY 3 Payroll	7 DAY 4 System locked until 9am Warrant to Agy & mailed ACH to bank	8	9
10	11 Payday	12	13	14	15 Day 0 Off-Cycle WorkBench Cutoff ACH Reverse Cutoff	16
17	18 DAY 1	19 DAY 2 GAP 1 Cutoff	20 DAY 3 Payroll	21 DAY 4 System locked until 9am Warrant to Agy & mailed ACH to bank	22	23
24	25 Payday	26	27	28	29	30
					ACH Reversal Cutoff	

May 2016						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 Day 0 Off-Cycle WorkBench Cutoff	3 DAY 1	4 DAY 2 GAP 1 Cutoff	5 DAY 3 Payroll	6 DAY 4 System locked until 9am Warrant to Agy & mailed ACH to bank	7
8	9	10 Payday	11	12	13	14
15	16 ACH Reversal Cutoff	17 Day 0 Off-Cycle WorkBench Cutoff	18 DAY 1	19 DAY 2 GAP 1 Cutoff	20 DAY 3 Payroll	21 DAY 4 System locked until 9am
22	23 Warrants to Agency Warrants Mailed ACH File to Bank	24	25 Payday	26	27	28
29	30 State Holiday	31				

June 2016						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 Day 0 Off-Cycle WorkBench Cutoff ACH Reverse Cutoff	2 DAY 1	3 DAY 2 GAP 1 Cutoff	4
5	6 DAY 3 Payroll	7 DAY 4 System locked until 9am Warrant to Agy & mailed ACH to bank	8	9	10 Payday	11
12	13	14	15	16 Day 0 Off-Cycle WorkBench Cutoff ACH Reverse Cutoff	17 DAY 1	18
19	20 DAY 2 GAP 1 Cutoff	21 DAY 3 Payroll	22 DAY 4 System locked until 9am Warrant to Agy & mailed ACH to bank	23	24 Payday	25
26	27	28	29	30 Day 0 Off-Cycle WorkBench Cutoff ACH Reverse Cutoff		