

SEPTEMBER

PAYROLL DEPARTMENT WORK SCHEDULE

2019

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1 Off-Cycle #37 Per.End Bi-weekly 09-05-19 Monthly 09-05-19 FEL 10-02-19	2 Labor Day HOLIDAY	3 CLOSE MO # 29 (AS0) No Online checks NO TAX ENTRY	4	5 LOCK-CLOSE Off-Cycle #37 @ 10:30 am BW # 30 Vouchers Available 08-25-19 - 09-07-19	6 PAYDAY MO # 29 (AS0) PAYDAY BW # 28 Next Period Timesheets Available	7 End of Pay Period
8 Off-Cycle #38 Per.End Bi-weekly 09-06-19 Monthly 09-13-19 FEL 10-03-19	9 Extra MO Encumbrances TIME approvals (approver)	10 TIME approvals (approver)	11 BW Job Pay Flag Off @ 5 pm MO #31 Vouchers Available 09-01-19 - 09-30-19 TIME EXTRACT @ 3 pm Time - Proc.Final Approvals by 3pm	12 BW/HR Pend.Vo.CUTOFF @ 4 pm	13 LOCK-CLOSE Off-Cycle #38 @ 10:30 am No BW/HR E-DOC Approvals	14
15 Off-Cycle #39 Per.End Bi-weekly 09-19-19 Monthly 09-19-19 FEL 10-04-19	16 CLOSE BW # 30 No Online checks NO TAX ENTRY No BW/HR E-DOC Approvals	17	18	19 LOCK-CLOSE Off-Cycle #39 @ 10:30 am MO. Job Pay Flag Off @ 5 pm BW # 32 Vouchers Available 09-08-19 - 09-21-19	20 MO Pend.Vo. CUTOFF@ 4 pm PAYDAY BW # 30 Next Period Timesheets Available	21 End of Pay Period
22 Off-Cycle #40 Per.End Bi-weekly 09-20-19 Monthly 10-01-19 FEL 11-01-19	23 No MO E-DOC Approvals TIME approvals (approver)	24 CLOSE MO # 31 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 #40 @ 10:30 am ** No Online Checks after Off-Cycle ** No BW/HR E-DOC Approvals	28
29	30 CLOSE BW # 32 No Online checks NO TAX ENTRY PAYDAY MO # 31 No BW/HR E-DOC Approvals					