

AUGUST

PAYROLL DEPARTMENT WORK SCHEDULE

2018

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Off-Cycle #34 Per.End Bi-weekly 07-27-18 Monthly 08-03-18 FEL 09-03-18			1 BW Job Pay Flag Off @ 5 pm TIME EXTRACT @ 3 pm Time - Proc.Final Approvals by 3pm	2 BW/HR Pend.Vo.CUTOFF @ 4 pm	3 LOCK-CLOSE Off-Cycle #34 @ 10:30 am No BW/HR E-DOC Approved Eff. Date BEFORE 07-28-18	4
5 Off-Cycle #35 Per.End Bi-weekly 08-09-18 Monthly 08-09-18 FEL 09-04-18	6 CLOSE BW # 25 No On-line checks NO TAX ENTRY No BW/HR E-DOC Approved Eff. Date BEFORE 07-28-18	7	8 Extra MO Encumbrances	9 LOCK-CLOSE Off-Cycle #35 @ 10:30 am BW # 26 Vouchers Available 07-29-18 - 08-11-18	10 PAYDAY BW # 25 Next Period Timesheets Available	11 End of Pay Period
12 Off-Cycle #36 Per.End Bi-weekly 08-10-18 Monthly 08-17-18 FEL 09-05-18	13 MO # 27 Vouchers Available 08-01-18 - 08-31-18 TIME approvals (approver)	14 TIME approvals (approver)	15 BW Job Pay Flag Off @ 5 pm TIME EXTRACT @ 3 pm Time - Proc.Final Approvals by 3pm	16 BW/HR Pend.Vo.CUTOFF @ 4 pm	17 LOCK-CLOSE Off-Cycle #36 @ 10:30 am No BW/HR E-DOC Approved Eff. Date BEFORE 08-11-18	18
19 Off-Cycle #37 Per.End Bi-weekly 08-23-18 Monthly 08-23-18 FEL 09-06-18	20 Classes Begin CLOSE BW # 26 No On-line checks NO TAX ENTRY No BW/HR E-DOC Approved Eff. Date BEFORE 08-11-18	21 MO. Job Pay Flag Off @ 5 pm	22 MO Pend.Vo. CUTOFF@ 4 pm	23 LOCK-CLOSE Off-Cycle #37 @ 10:30 am BW # 29 Vouchers Available 08-12-18 - 08-25-18 No MO E-DOC Approved Eff. Date BEFORE 08-31-18	24 CLOSE MO # 27 No On-line checks NO TAX ENTRY No MO E-DOC Approved Eff. Date BEFORE 08-31-18 PAYDAY BW # 26 Next Period Timesheets Available	25 End of Pay Period
26 Off-Cycle #38 Per.End Bi-weekly 08-24-18 Monthly 09-01-18 FEL 10-01-18	27 MO # 28 AS0 Vouchers Available 08-01-18 - 08-31-18 MO. AS0 Job Pay Flag Off @ 5 pm TIME approvals (approver)	28 MO AS0 Pend.Vo. CUTOFF@ 12 noon TIME approvals (approver)	29 CLOSE MO # 28 (AS0) No On-line checks NO TAX ENTRY BW Job Pay Flag Off @ 5 pm *** No AS0 Onlines *** TIME EXTRACT @ 3 pm Time - Proc.Final Approvals by 3pm	30 LOCK-CLOSE Off-Cycle #38 @ 10:30 am *** No AS0 *** BW/HR Pend.Vo.CUTOFF @ noon *** No AS0 Onlines *** No BW/HR E-DOC Approved Eff. Date BEFORE 08-25-18	31 CLOSE BW # 29 No On-line checks NO TAX ENTRY *** No AS0 Onlines *** PAYDAY MO # 27 No BW/HR E-DOC Approved Eff. Date BEFORE 08-25-18	