

MARCH

PAYROLL DEPARTMENT WORK SCHEDULE

2019

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1 No BW/HR E-DOC Approvals	2
3 Off-Cycle #10 Per.End Bi-weekly 03-07-19 Monthly 03-07-19 FEL 04-02-19	4 CLOSE BW # 08 No Online checks NO TAX ENTRY No BW/HR E-DOC Approvals	5	6	7 LOCK-CLOSE Off-Cycle #10 @ 10:30 am BW # 09 Vouchers Available 02-24-19 - 03-09-19	8 Extra MO Encumbrances PAYDAY BW # 08 Next Period Timesheets Available	9 End of Pay Period Spring Break Begins
10 Off-Cycle #11 Per.End Bi-weekly 03-08-19 Monthly 03-15-19 FEL 04-03-19	11 MO # 10 Vouchers Available 03-01-19 - 03-31-19 TIME approvals (approver)	12 TIME approvals (approver)	13 BW Job Pay Flag Off @ 5 pm TIME EXTRACT @ 3 pm Time - Proc.Final Approvals by 3pm	14 BW/HR Pend.Vo.CUTOFF @ 4 pm	15 LOCK-CLOSE Off-Cycle #11 @ 10:30 am No BW/HR E-DOC Approvals	16
17 Off-Cycle #12 Per.End Bi-weekly 03-21-19 Monthly 03-21-19 FEL 04-04-19	18 CLOSE BW # 09 No Online checks NO TAX ENTRY No BW/HR E-DOC Approvals	19	20 MO. Job Pay Flag Off @ 5 pm	21 LOCK-CLOSE Off-Cycle #12 @ 10:30 am MO Pend.Vo. CUTOFF@ 4 pm BW # 11 Vouchers Available 03-10-19 - 03-23-19	22 PAYDAY BW # 09 Next Period Timesheets Available No MO E-DOC Approvals	23 End of Pay Period
24 Off-Cycle #13 Per.End Bi-weekly 03-22-19 Monthly 04-03-19 FEL 05-01-19	25 CLOSE MO # 10 No Online checks NO TAX ENTRY No MO E-DOC Approvals TIME approvals (approver)	26 TIME approvals (approver)	27 BW Job Pay Flag Off @ 5 pm TIME EXTRACT @ 3 pm Time - Proc.Final Approvals by 3pm	28 BW/HR Pend.Vo.CUTOFF @ 4 pm	29 LOCK-CLOSE Off-Cycle #13 @ 10:30 am ** No Online Checks after Off-Cycle ** PAYDAY MO # 10 No BW/HR E-DOC Approvals	30
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