

MAY**PAYROLL DEPARTMENT WORK SCHEDULE****2019**

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Off-Cycle #19 Per.End Bi-weekly 05-02-19 Monthly 05-03-19 AS0 05-07-19 FEL 06-03-19			1 Spring Exams CLOSE MO # 15 (AS0) No Online checks NO TAX ENTRY	2 Spring Exams LOCK-CLOSE Off-Cycle #19 @ 10:30 am BW # 16 Vouchers Available 04-21-19 - 05-04-19	3 Spring Exams PAYDAY BW # 14 Next Period Timesheets Available	4 End of Pay Period Graduation
5 Off-Cycle #20 Per.End Bi-weekly 05-03-19 Monthly 05-10-19 FEL 06-04-19	6 PAYDAY MO # 15 (AS0) TIME approvals (approver)	7 Classes Begin TIME approvals (approver)	8 Extra MO Encumbrances BW Job Pay Flag Off @ 5 pm TIME EXTRACT @ 3 pm Time - Proc.Final Approvals by 3pm	9 BW/HR Pend.Vo.CUTOFF @ 4 pm	10 LOCK-CLOSE Off-Cycle #20 @ 10:30 am No BW/HR E-DOC Approvals	11
12 Off-Cycle #21 Per.End Bi-weekly 05-16-19 Monthly 05-16-19 FEL 06-05-19	13 CLOSE BW # 16 No Online checks NO TAX ENTRY MO #17 Vouchers Available 05-01-19 - 05-31-19 No BW/HR E-DOC Approvals	14	15	16 LOCK-CLOSE Off-Cycle #21 @ 10:30 am BW # 18 Vouchers Available 05-05-19 - 05-18-19	17 PAYDAY BW # 16 Next Period Timesheets Available	18 End of Pay Period
19 Off-Cycle #22 Per.End Bi-weekly 05-17-19 Monthly 05-22-19 FEL 06-06-19	20 MO. Job Pay Flag Off @ 5 pm TIME approvals (approver)	21 MO Pend.Vo. CUTOFF@ 4 pm TIME approvals (approver)	22 LOCK-CLOSE Off-Cycle #22 @ 10:30 am BW Job Pay Flag Off @ 5 pm TIME EXTRACT @ 3 pm Time - Proc.Final Approvals by 3pm No MO E-DOC Approvals	23 CLOSE MO # 17 No Online checks NO TAX ENTRY BW/HR Pend.Vo.CUTOFF @ noon No MO E-DOC Approvals No BW/HR E-DOC Approvals	24 CLOSE BW # 18 No Online checks NO TAX ENTRY No BW/HR E-DOC Approvals	25
26 Off-Cycle #23 Per.End Bi-weekly 05-30-19 Monthly 06-01-19 FEL 07-01-19	27 Memorial Day HOLIDAY	28	29	30 BW # 19 Vouchers Available 05-19-19 - 06-01-19	31 LOCK-CLOSE Off-Cycle #23 @ 10:30 am ** No Online Checks after Off-Cycle ** PAYDAY MO # 17 PAYDAY BW # 18 Next Period Timesheets Available	