

MARCH

PAYROLL DEPARTMENT WORK SCHEDULE

2018

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<p>Off-Cycle #11 Per.End</p> <p>Bi-weekly 02-23-18</p> <p>Monthly 03-03-18</p> <p>FEL 04-03-18</p>				<p>1</p> <p>BW/HR Pend.Vo.CUTOFF @ 4 pm</p>	<p>2</p> <p>LOCK-CLOSE Off-Cycle #11 @ 10:30 am</p> <p>No BW/HR E-DOC Approved</p> <p>Eff. Date BEFORE 02-24-18</p>	<p>3</p>
<p>4</p> <p>Off-Cycle #12 Per.End</p> <p>Bi-weekly 03-08-18</p> <p>Monthly 03-08-18</p> <p>FEL 04-04-18</p>	<p>5</p> <p>CLOSE BW # 08</p> <p>No On-line checks</p> <p>NO TAX ENTRY</p> <p>No BW/HR E-DOC Approved</p> <p>Eff. Date BEFORE 02-24-18</p>	<p>6</p>	<p>7</p>	<p>8</p> <p>LOCK-CLOSE Off-Cycle #12 @ 10:30 am</p> <p>Extra MO Encumbrances</p> <p>BW # 09 Vouchers Available</p> <p>02-25-18 - 03-10-18</p>	<p>9</p> <p>PAYDAY BW # 08</p> <p>Next Period Timesheets Available</p>	<p>10</p> <p>End of Pay Period</p> <p>Spring Break Begins</p>
<p>11</p> <p>Off-Cycle #13 Per.End</p> <p>Bi-weekly 03-09-18</p> <p>Monthly 03-16-18</p> <p>FEL 04-05-18</p>	<p>12</p> <p>MO # 10 Vouchers Available</p> <p>03-01-18 - 03-31-18</p> <p>TIME approvals (approver)</p>	<p>13</p> <p>TIME approvals (approver)</p>	<p>14</p> <p>BW Job Pay Flag Off @ 5 pm</p> <p>TIME EXTRACT @ 3 pm</p> <p>Time - Proc.Final Approvals by 3pm</p>	<p>15</p> <p>BW/HR Pend.Vo.CUTOFF @ 4 pm</p>	<p>16</p> <p>LOCK-CLOSE Off-Cycle #13 @ 10:30 am</p> <p>No BW/HR E-DOC Approved</p> <p>Eff. Date BEFORE 03-10-18</p>	<p>17</p>
<p>18</p> <p>Off-Cycle #14 Per.End</p> <p>Bi-weekly 03-22-18</p> <p>Monthly 03-22-18</p> <p>FEL 04-06-18</p>	<p>19</p> <p>CLOSE BW # 09</p> <p>No On-line checks</p> <p>NO TAX ENTRY</p> <p>No BW/HR E-DOC Approved</p> <p>Eff. Date BEFORE 03-10-18</p>	<p>20</p>	<p>21</p> <p>MO. Job Pay Flag Off @ 5 pm</p>	<p>22</p> <p>LOCK-CLOSE Off-Cycle #14 @ 10:30 am</p> <p>MO Pend.Vo. CUTOFF@ 4 pm</p> <p>BW # 11 Vouchers Available</p> <p>03-11-18 - 03-24-18</p>	<p>23</p> <p>No MO E-DOC Approved</p> <p>Eff. Date BEFORE 03-31-18</p> <p>PAYDAY BW # 09</p> <p>Next Period Timesheets Available</p>	<p>24</p> <p>End of Pay Period</p>
<p>25</p> <p>Off-Cycle #15 Per.End</p> <p>Bi-weekly 03-23-18</p> <p>Monthly 04-01-18</p> <p>FEL 05-01-18</p>	<p>26</p> <p>CLOSE MO # 10</p> <p>No On-line checks</p> <p>NO TAX ENTRY</p> <p>No MO E-DOC Approved</p> <p>Eff. Date BEFORE 03-31-18</p> <p>TIME approvals (approver)</p>	<p>27</p> <p>TIME approvals (approver)</p>	<p>28</p> <p>BW Job Pay Flag Off @ 5 pm</p> <p>TIME EXTRACT @ 3 pm</p> <p>Time - Proc.Final Approvals by 3pm</p>	<p>29</p> <p>BW/HR Pend.Vo.CUTOFF @ 4 pm</p>	<p>30</p> <p>LOCK-CLOSE Off-Cycle #15 @ 10:30 am</p> <p>No BW/HR E-DOC Approved</p> <p>Eff. Date BEFORE 03-24-18</p> <p>PAYDAY MO # 10</p>	<p>31</p>