

DEC.**PAYROLL DEPARTMENT WORK SCHEDULE****2018**

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1 End of Pay Period
2 Off-Cycle #53 Per.End Bi-weekly 11-30-18 Monthly 12-07-18 FEL 01-02-19	3 MO # 40 AS0 Vouchers Available 12-01-18 - 12-31-18 TIME approvals (approver)	4 TIME approvals (approver)	5 BW Job Pay Flag Off @ 5 pm TIME EXTRACT @ 3 pm Time - Proc.Final Approvals by 3pm	6 BW/HR Pend.Vo.CUTOFF @ 4 pm MO. AS0 Job Pay Flag Off @ 5 pm	7 LOCK-CLOSE Off-Cycle #53 @ 10:30 am No BW/HR E-DOC Approved Eff. Date BEFORE 12-01-18	8
9 Off-Cycle #54 Per.End Bi-weekly 12-13-18 Monthly 12-13-18 AS0 01-01-19 FEL 01-03-19	10 CLOSE BW # 39 No On-line checks NO TAX ENTRY MO AS0 Pend.Vo. CUTOFF@ noon No BW/HR E-DOC Approved Eff. Date BEFORE 12-01-18	11 CLOSE MO # 40 (AS0) No On-line checks NO TAX ENTRY	12 Extra MO Encumbrances MO # 01 Vouchers Available 12-01-18 - 12-31-18	13 LOCK-CLOSE Off-Cycle #54 @ 10:30 am BW # 41 Vouchers Available 12-02-18 - 12-15-18	14 PAYDAY MO # 40 (AS0) PAYDAY BW # 39 Next Period Timesheets Available	15 End of Pay Period Graduation
16 Off-Cycle #55 Per.End Bi-weekly 12-14-18 Monthly 12-20-18 AS0 01-02-19 FEL 01-04-19	17 TIME approvals (approver)	18 TIME approvals (approver)	19 BW Job Pay Flag Off @ 5 pm TIME EXTRACT @ 3 pm Time - Proc.Final Approvals by 3pm	20 BW/HR Pend.Vo.CUTOFF @ 4 pm MO. Job Pay Flag Off @ 5 pm	21 LOCK-CLOSE Off-Cycle #55 @ 10:30 am MO Pend.Vo. CUTOFF@ 4 pm No BW/HR E-DOC Approved Eff. Date BEFORE 12-15-18	22
23	24 Christmas Eve CLOSE BW # 41 No On-line checks NO TAX ENTRY No BW/HR E-DOC Approved Eff. Date BEFORE 12-15-18	25 Christmas Day HOLIDAY No MO E-DOC Approved Eff. Date BEFORE 12-31-18	26 CLOSE MO # 01 No On-line checks NO TAX ENTRY *** No MO Onlines *** No MO E-DOC Approved Eff. Date BEFORE 12-31-18	27 *** No MO Onlines *** BW # 02 Vouchers Available 12-16-18 - 12-29-18	28 *** No MO Onlines *** PAYDAY BW # 41 Next Period Timesheets Available	29 End of Pay Period
30 Off-Cycle #57 Per.End Bi-weekly 12-27-18	31 New Year's Eve LOCK-CLOSE Off-Cycle #57 @ 10:30 am *** No MO Paygroups *** *** No MO Onlines *** TIME approvals (approver)					