

DECEMBER

PAYROLL DEPARTMENT WORK SCHEDULE

2019

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1 Off-Cycle #51 Per.End Bi-weekly 11-28-19 Monthly 12-06-19 FEL 01-02-20	2 MO # 40 AS0 Vouchers Available 12-01-19 - 12-31-19 TIME approvals (approver)	3 TIME approvals (approver)	4 BW Job Pay Flag Off @ 5 pm TIME EXTRACT @ 3 pm Time - Proc.Final Approvals by 3pm	5 BW/HR Pend.Vo.CUTOFF @ 4 pm	6 LOCK-CLOSE Off-Cycle #51 @ 10:30 am No BW/HR E-DOC Approvals	7
8 Off-Cycle #52 Per.End Bi-weekly 12-12-19 Monthly 12-12-19 FEL 01-03-20	9 CLOSE BW # 39 No Online checks NO TAX ENTRY Extra MO Encumbrances No BW/HR E-DOC Approvals	10 	11 	12 LOCK-CLOSE Off-Cycle #52 @ 10:30 am MO. AS0 Job Pay Flag Off @ 5 pm BW #41 Vouchers Available 12-01-19 - 12-14-19	13 PAYDAY BW # 39 Next Period Timesheets Available	14 End of Pay Period
15 Off-Cycle #53 Per.End Bi-weekly 12-13-19 Monthly 12-20-19 AS0 01-01-20 FEL 01-04-20	16 Fall Exams MO AS0 Pend.Vo. CUTOFF@ noon TIME approvals (approver)	17 Fall Exams CLOSE MO # 40 (AS0) No Online checks NO TAX ENTRY TIME approvals (approver)	18 Fall Exams BW Job Pay Flag Off @ 5 pm MO #01 Vouchers Available 12-01-19 - 12-31-19 TIME EXTRACT @ 3 pm Time - Proc.Final Approvals by 3pm	19 Fall Exams BW/HR Pend.Vo.CUTOFF @ 4 pm MO. Job Pay Flag Off @ 5 pm	20 Fall Exams LOCK-CLOSE Off-Cycle #53 @ 10:30 am MO Pend.Vo. CUTOFF@ 4 pm PAYDAY MO # 40 (AS0) No BW/HR E-DOC Approvals	21 Graduation
22 	23 CLOSE BW # 41 No Online checks NO TAX ENTRY No MO E-DOC Approvals No BW/HR E-DOC Approvals	24 CLOSE MO # 01 No Online checks NO TAX ENTRY *** No MO Onlines *** No MO E-DOC Approvals	25 Christmas Day HOLIDAY *** No MO Onlines ***	26 BW #02 Vouchers Available 12-15-19 - 12-28-19 *** No MO Onlines ***	27 *** No MO Onlines *** PAYDAY BW # 41 Next Period Timesheets Available	28 End of Pay Period
29 Off-Cycle #54 Per.End Bi-weekly 12-27-19	30 *** No MO Onlines *** TIME approvals (approver)	31 LOCK-CLOSE Off-Cycle #54 @ 10:30 am *** No MO Paygroups *** *** No MO Onlines *** ** No Online Checks after Off-Cycle ** BW Job Pay Flag Off @ 5 pm TIME EXTRACT @ 5 pm Time - Proc.Final Approvals by 5pm				