

NOVEMBER

PAYROLL DEPARTMENT WORK SCHEDULE

2019

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Off-Cycle #46 Per.End Bi-weekly 10-31-19 Monthly 11-02-19 FEL 12-02-19					1 LOCK-CLOSE Off-Cycle #46 @ 10:30 am PAYDAY BW # 35 Next Period Timesheets Available	2 End of Pay Period
3 Off-Cycle #47 Per.End Bi-weekly 11-01-19 Monthly 11-08-19 FEL 12-03-19	4 TIME approvals (approver)	5 TIME approvals (approver)	6 BW Job Pay Flag Off @ 5 pm TIME EXTRACT @ 3 pm Time - Proc.Final Approvals by 3pm	7 BW/HR Pend.Vo.CUTOFF @ 4 pm	8 LOCK-CLOSE Off-Cycle #47 @ 10:30 am Extra MO Encumbrances No BW/HR E-DOC Approvals	9
10 Off-Cycle #48 Per.End Bi-weekly 11-14-19 Monthly 11-14-19 FEL 12-04-19	11 Veteran's Day CLOSE BW # 36 No Online checks NO TAX ENTRY MO #37 Vouchers Available 11-01-19 - 11-30-19 No BW/HR E-DOC Approvals	12	13	14 LOCK-CLOSE Off-Cycle #48 @ 10:30 am BW # 38 Vouchers Available 11-03-19 - 11-16-19	15 PAYDAY BW # 36 Next Period Timesheets Available	16 End of Pay Period
17 Off-Cycle #49 Per.End Bi-weekly 11-15-19 Monthly 11-20-19 FEL 12-05-19	18 MO. Job Pay Flag Off @ 5 pm TIME approvals (approver)	19 MO Pend.Vo. CUTOFF@ 4 pm TIME approvals (approver)	20 LOCK-CLOSE Off-Cycle #49 @ 10:30 am BW Job Pay Flag Off @ 5 pm No MO E-DOC Approvals TIME EXTRACT @ 3 pm Time - Proc.Final Approvals by 3pm	21 CLOSE MO # 37 No Online checks NO TAX ENTRY BW/HR Pend.Vo.CUTOFF @ noon No MO E-DOC Approvals No BW/HR E-DOC Approvals	22 CLOSE BW # 38 No Online checks NO TAX ENTRY No BW/HR E-DOC Approvals	23
24 Off-Cycle #50 Per.End Bi-weekly 11-27-19 Monthly 12-01-19 FEL 01-01-20	25	26	27 LOCK-CLOSE Off-Cycle #50 @ 10:30 am ** No Online Checks after Off-Cycle ** PAYDAY MO # 37 PAYDAY BW # 38	28 Thanksgiving Day HOLIDAY BW # 39 Vouchers Available 11-17-19 - 11-30-19	29 Friday after Thanksgiving HOLIDAY Next Period Timesheets Available	30 End of Pay Period