

Nov.**PAYROLL DEPARTMENT WORK SCHEDULE****2018**

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Off-Cycle #48 Per.End Bi-weekly 11-01-18 Monthly 11-03-18 FEL 12-03-18				1 BW # 36 Vouchers Available 10-21-18 - 11-03-18	2 LOCK-CLOSE Off-Cycle #48 @ 10:30 am PAYDAY BW # 35 Next Period Timesheets Available	3 End of Pay Period
4 Off-Cycle #49 Per.End Bi-weekly 11-02-18 Monthly 11-09-18 FEL 12-04-18	5 TIME approvals (approver)	6 TIME approvals (approver)	7 BW Job Pay Flag Off @ 5 pm TIME EXTRACT @ 3 pm Time - Proc.Final Approvals by 3pm	8 BW/HR Pend.Vo.CUTOFF @ 4 pm Extra MO Encumbrances	9 LOCK-CLOSE Off-Cycle #49 @ 10:30 am No BW/HR E-DOC Approved Eff. Date BEFORE 11-03-18	10
11 Off-Cycle #50 Per.End Bi-weekly 11-15-18 Monthly 11-15-18 FEL 12-05-18	12 CLOSE BW # 36 No On-line checks NO TAX ENTRY MO # 37 Vouchers Available 11-01-18 - 11-30-18 No BW/HR E-DOC Approved Eff. Date BEFORE 11-03-18	13	14	15 LOCK-CLOSE Off-Cycle #50 @ 10:30 am BW # 38 Vouchers Available 11-04-18 - 11-17-18	16 MO. Job Pay Flag Off @ 5 pm PAYDAY BW # 36 Next Period Timesheets Available	17 End of Pay Period
18 Off-Cycle #51 Per.End Bi-weekly 11-16-18 Monthly 11-20-18 FEL 12-06-18	19 MO Pend.Vo. CUTOFF@ 4 pm TIME approvals (approver)	20 LOCK-CLOSE Off-Cycle #51 @ 10:30 am BW Job Pay Flag Off @ 5 pm No MO E-DOC Approved Eff. Date BEFORE 11-30-18 TIME EXTRACT @ 5 pm Time - Proc.Final Approvals by 5pm	21 CLOSE MO # 37 No On-line checks NO TAX ENTRY BW/HR Pend.Vo.CUTOFF @ noon No MO E-DOC Approved Eff. Date BEFORE 11-30-18	22 Thanksgiving Day HOLIDAY	23 Friday after Thanksgiving HOLIDAY No BW/HR E-DOC Approved Eff. Date BEFORE 11-17-18	24
25 Off-Cycle #52 Per.End Bi-weekly 11-29-18 Monthly 12-01-18 FEL 01-01-19	26 CLOSE BW # 38 No On-line checks NO TAX ENTRY No BW/HR E-DOC Approved Eff. Date BEFORE 11-17-18	27	28	29 BW # 39 Vouchers Available 11-18-18 - 12-01-18	30 LOCK-CLOSE Off-Cycle #52 @ 10:30 am PAYDAY BW # 38 PAYDAY MO # 37 Next Period Timesheets Available	