

**JULY****PAYROLL DEPARTMENT WORK SCHEDULE****2019**

<b>SUNDAY</b>	<b>MONDAY</b>	<b>TUESDAY</b>	<b>WEDNESDAY</b>	<b>THURSDAY</b>	<b>FRIDAY</b>	<b>SATURDAY</b>
Off-Cycle #28 Per.End Bi-weekly 06-28-19 Monthly 07-05-19 FEL 08-02-19	<b>1</b>  TIME approvals ( approver )	<b>2</b>  TIME approvals ( approver )	<b>3</b>  BW Job Pay Flag Off @ 5 pm  TIME EXTRACT @ 3 pm Time - Proc.Final Approvals by 3pm	<b>4</b>  Independence Day <b>HOLIDAY</b>	<b>5</b> LOCK-CLOSE Off-Cycle #28 @ 10:30 am BW/HR Pend.Vo.CUTOFF @ noon  No BW/HR E-DOC Approvals	<b>6</b>
Off-Cycle #29 Per.End Bi-weekly 07-11-19 Monthly 07-11-19 FEL 08-03-19	<b>8</b> Extra MO Encumbrances CLOSE BW # 22 No Online checks NO TAX ENTRY  No BW/HR E-DOC Approvals	<b>9</b>	<b>10</b>	<b>11</b> LOCK-CLOSE Off-Cycle #29 @ 10:30 am  MO #24 Vouchers Available 07-01-19 - 07-31-19 BW # 23 Vouchers Available 06-30-19 - 07-13-19	<b>12</b>  PAYDAY BW # 22 Next Period Timesheets Available	<b>13</b> End of Pay Period
Off-Cycle #30 Per.End Bi-weekly 07-12-19 Monthly 07-19-19 FEL 08-04-19	<b>15</b>  TIME approvals ( approver )	<b>16</b>  TIME approvals ( approver )	<b>17</b>  BW Job Pay Flag Off @ 5 pm  TIME EXTRACT @ 3 pm Time - Proc.Final Approvals by 3pm	<b>18</b>  BW/HR Pend.Vo.CUTOFF @ 4 pm	<b>19</b> LOCK-CLOSE Off-Cycle #30 @ 10:30 am  No BW/HR E-DOC Approvals	<b>20</b>
<b>21</b>	<b>22</b> CLOSE BW # 23 No Online checks NO TAX ENTRY MO. Job Pay Flag Off @ 5 pm  No BW/HR E-DOC Approvals	<b>23</b> MO Pend.Vo. CUTOFF@ 4 pm	<b>24</b>  No MO E-DOC Approvals	<b>25</b> CLOSE MO # 24 No Online checks NO TAX ENTRY BW # 25 Vouchers Available 07-14-19 - 07-27-19 No MO E-DOC Approvals	<b>26</b>  PAYDAY BW # 23 Next Period Timesheets Available	<b>27</b> End of Pay Period
Off-Cycle #31 Per.End Bi-weekly 07-25-19 Monthly 08-02-19 FEL 09-02-19	<b>29</b>  TIME approvals ( approver )	<b>30</b>  TIME approvals ( approver )	<b>31</b> LOCK-CLOSE Off-Cycle #31 @ 10:30 am ** No Online Checks after Off-Cycle ** BW Job Pay Flag Off @ 5 pm PAYDAY MO # 24 TIME EXTRACT @ 3 pm Time - Proc.Final Approvals by 3pm			