

JUNE**PAYROLL DEPARTMENT WORK SCHEDULE****2018**

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