

**OCT.****PAYROLL DEPARTMENT WORK SCHEDULE****2018**

<b>SUNDAY</b>	<b>MONDAY</b>	<b>TUESDAY</b>	<b>WEDNESDAY</b>	<b>THURSDAY</b>	<b>FRIDAY</b>	<b>SATURDAY</b>
Off-Cycle #43 Per.End Bi-weekly 10-04-18 Monthly 10-04-18 FEL 11-02-18	<b>1</b> CLOSE BW # 32 No On-line checks NO TAX ENTRY  No BW/HR E-DOC Approved Eff. Date BEFORE 09-22-18	<b>2</b>	<b>3</b>	<b>4</b> LOCK-CLOSE Off-Cycle #43 @ 10:30 am   BW # 33 Vouchers Available 09-23-18 - 10-06-18	<b>5</b>    PAYDAY BW # 32 Next Period Timesheets Available	<b>6</b> End of Pay Period
<b>7</b> Off-Cycle #44 Per.End Bi-weekly 10-05-18 Monthly 10-12-18 FEL 11-03-18	<b>8</b> Columbus Day Extra MO Encumbrances   TIME approvals (approver)	<b>9</b>    TIME approvals (approver)	<b>10</b>  BW Job Pay Flag Off @ 5 pm   TIME EXTRACT @ 3 pm Time - Proc.Final Approvals by 3pm	<b>11</b>  BW/HR Pend.Vo.CUTOFF @ 4 pm  MO # 34 Vouchers Available 10-01-18 - 10-31-18	<b>12</b> LOCK-CLOSE Off-Cycle #44 @ 10:30 am   No BW/HR E-DOC Approved Eff. Date BEFORE 10-06-18	<b>13</b>
<b>14</b> Off-Cycle #45 Per.End Bi-weekly 10-18-18 Monthly 10-18-18 FEL 11-04-18	<b>15</b> CLOSE BW # 33 No On-line checks NO TAX ENTRY  No BW/HR E-DOC Approved Eff. Date BEFORE 10-06-18	<b>16</b>	<b>17</b>	<b>18</b> LOCK-CLOSE Off-Cycle #45 @ 10:30 am   BW # 35 Vouchers Available 10-07-18 - 10-20-18	<b>19</b>    PAYDAY BW # 33 Next Period Timesheets Available	<b>20</b> End of Pay Period
<b>21</b> Off-Cycle #46 Per.End Bi-weekly 10-19-18 Monthly 11-01-18 FEL 12-01-18	<b>22</b> MO. Job Pay Flag Off @ 5 pm   TIME approvals (approver)	<b>23</b> MO Pend.Vo. CUTOFF@ 4 pm   TIME approvals (approver)	<b>24</b> BW Job Pay Flag Off @ 5 pm  No MO E-DOC Approved Eff. Date BEFORE 10-31-18 TIME EXTRACT @ 3 pm Time - Proc.Final Approvals by 3pm	<b>25</b> CLOSE MO # 34 No On-line checks NO TAX ENTRY BW/HR Pend.Vo.CUTOFF @ 4 pm  No MO E-DOC Approved Eff. Date BEFORE 10-31-18	<b>26</b> LOCK-CLOSE Off-Cycle #46 @ 10:30 am   No BW/HR E-DOC Approved Eff. Date BEFORE 10-20-18	<b>27</b>
<b>28</b> Off-Cycle #47 Per.End Monthly 11-02-18 FEL 12-02-18	<b>29</b> CLOSE BW # 35 No On-line checks NO TAX ENTRY No BW/HR E-DOC Approved Eff. Date BEFORE 10-20-18 *** No BW Onlines ***	<b>30</b>    *** No BW Onlines ***	<b>31</b> LOCK-CLOSE Off-Cycle #47 @ 10:30 am *** No BW Paygroups ***   PAYDAY MO # 34 *** No BW Onlines ***			