

AUGUST

PAYROLL DEPARTMENT WORK SCHEDULE

2019

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|--|---|---|--|--|--|--------------------------------|
| Off-Cycle #32 Per.End Bi-weekly 07-26-19 Monthly 08-03-19 FEL 09-03-19 | | | | 1 BW/HR Pend.Vo.CUTOFF @ 4 pm | 2 LOCK-CLOSE Off-Cycle #32 @ 10:30 am No BW/HR E-DOC Approvals | 3 |
| 4 Off-Cycle #33 Per.End Bi-weekly 08-08-19 Monthly 08-08-19 FEL 09-04-19 | 5 CLOSE BW # 25 No Online checks NO TAX ENTRY No BW/HR E-DOC Approvals | 6 | 7 | 8 LOCK-CLOSE Off-Cycle #33 @ 10:30 am Extra MO Encumbrances BW # 26 Vouchers Available 07-28-19 - 08-10-19 | 9 PAYDAY BW # 25 Next Period Timesheets Available | 10 End of Pay Period |
| 11 Off-Cycle #34 Per.End Bi-weekly 08-09-19 Monthly 08-16-19 FEL 09-05-19 | 12 MO #27 Vouchers Available 08-01-19 - 08-31-19 TIME approvals (approver) | 13 TIME approvals (approver) | 14 BW Job Pay Flag Off @ 5 pm TIME EXTRACT @ 3 pm Time - Proc.Final Approvals by 3pm | 15 BW/HR Pend.Vo.CUTOFF @ 4 pm | 16 LOCK-CLOSE Off-Cycle #34 @ 10:30 am No BW/HR E-DOC Approvals | 17 |
| 18 Off-Cycle #35 Per.End Bi-weekly 08-22-19 Monthly 08-22-19 FEL 09-06-19 | 19 CLOSE BW # 26 No Online checks NO TAX ENTRY No BW/HR E-DOC Approvals | 20 | 21 MO. Job Pay Flag Off @ 5 pm | 22 LOCK-CLOSE Off-Cycle #35 @ 10:30 am MO Pend.Vo. CUTOFF@ 4 pm BW # 28 Vouchers Available 08-11-19 - 08-24-19 | 23 PAYDAY BW # 26 Next Period Timesheets Available No MO E-DOC Approvals | 24 End of Pay Period |
| 25 Off-Cycle #36 Per.End Bi-weekly 08-23-19 AS0 08-29-19 Monthly 09-01-19 FEL 10-01-19 | 26 Classes Begin CLOSE MO # 27 No Online checks NO TAX ENTRY No MO E-DOC Approvals TIME approvals (approver) | 27 MO # 29 AS0 Vouchers Available 08-01-19 - 08-31-19 TIME approvals (approver) | 28 BW Job Pay Flag Off @ 5 pm TIME EXTRACT @ 3 pm Time - Proc.Final Approvals by 3pm | 29 LOCK-CLOSE Off-Cycle #36 @ 10:30 am ** No Online Checks after Off-Cycle ** BW/HR Pend.Vo.CUTOFF @ noon MO. AS0 Job Pay Flag Off @ 5 pm No BW/HR E-DOC Approvals | 30 CLOSE BW # 28 No Online checks NO TAX ENTRY MO AS0 Pend.Vo. CUTOFF@ noon PAYDAY MO # 27 No BW/HR E-DOC Approvals | 31 |