

# OCTOBER

## PAYROLL DEPARTMENT WORK SCHEDULE

# 2019

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Off-Cycle #41 Per.End Bi-weekly 10-03-19 Monthly 10-03-19 FEL 11-02-19		<b>1</b>	<b>2</b>	<b>3</b> LOCK-CLOSE Off-Cycle #41 @ 10:30 am  <b>BW # 33 Vouchers Available</b> 09-22-19 - 10-05-19	<b>4</b>  <b>PAYDAY BW # 32</b> Next Period Timesheets Available	<b>5</b> End of Pay Period
<b>6</b> Off-Cycle #42 Per.End Bi-weekly 10-04-19 Monthly 10-11-19 FEL 11-03-19	<b>7</b>  TIME approvals ( approver )	<b>8</b> Extra MO Encumbrances  TIME approvals ( approver )	<b>9</b> BW Job Pay Flag Off @ 5 pm  TIME EXTRACT @ 3 pm Time - Proc.Final Approvals by 3pm	<b>10</b> BW/HR Pend.Vo.CUTOFF @ 4 pm	<b>11</b> LOCK-CLOSE Off-Cycle #42 @ 10:30 am  <b>MO #34 Vouchers Available</b> 10-01-19 - 10-31-19 No BW/HR E-DOC Approvals	<b>12</b>
<b>13</b> Off-Cycle #43 Per.End Bi-weekly 10-17-19 Monthly 10-17-19 FEL 11-04-19	<b>14</b> Columbus Day CLOSE BW # 33 No Online checks NO TAX ENTRY  No BW/HR E-DOC Approvals	<b>15</b>	<b>16</b>	<b>17</b> LOCK-CLOSE Off-Cycle #43 @ 10:30 am  <b>BW # 35 Vouchers Available</b> 10-06-19 - 10-19-19	<b>18</b>  <b>PAYDAY BW # 33</b> Next Period Timesheets Available	<b>19</b> End of Pay Period
<b>20</b> Off-Cycle #44 Per.End Bi-weekly 10-18-19 Monthly 10-24-19 FEL 11-05-19	<b>21</b>  TIME approvals ( approver )	<b>22</b> MO. Job Pay Flag Off @ 5 pm  TIME approvals ( approver )	<b>23</b> MO Pend.Vo. CUTOFF@ 4 pm  BW Job Pay Flag Off @ 5 pm TIME EXTRACT @ 3 pm Time - Proc.Final Approvals by 3pm	<b>24</b> LOCK-CLOSE Off-Cycle #44 @ 10:30 am  BW/HR Pend.Vo.CUTOFF @ 4 pm  No MO E-DOC Approvals	<b>25</b> CLOSE MO # 34 No Online checks NO TAX ENTRY  No BW/HR E-DOC Approvals No MO E-DOC Approvals	<b>26</b>
<b>27</b> Off-Cycle #45 Per.End Monthly 11-01-19 FEL 12-01-19	<b>28</b> CLOSE BW # 35 No Online checks NO TAX ENTRY  No BW/HR E-DOC Approvals *** No BW Onlines ***	<b>29</b>  *** No BW Onlines ***	<b>30</b>  *** No BW Onlines ***	<b>31</b> LOCK-CLOSE Off-Cycle #45 @ 10:30 am *** No BW Paygroups ***  *** No BW Onlines *** ** No Online Checks after Off-Cycle ** <b>BW # 36 Vouchers Available</b> 10-20-19 - 11-02-19 <b>PAYDAY MO # 34</b>		