

MAY**PAYROLL DEPARTMENT WORK SCHEDULE****2018**

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|---|---|--|--|---|---|---|
| Off-Cycle #20 Per.End Bi-weekly 05-03-18 Monthly 05-03-18 AS0 05-08-18 FEL 06-02-18 | | 1 Spring Exams | 2 Spring Exams CLOSE MO # 15 (AS0) No On-line checks NO TAX ENTRY | 3 Spring Exams LOCK-CLOSE Off-Cycle #20 @ 10:30 am BW # 16 Vouchers Available 04-22-18 - 05-05-18 | 4 Spring Exams PAYDAY BW # 14 Next Period Timesheets Available | 5 End of Pay Period Graduation |
| Off-Cycle #21 Per.End Bi-weekly 05-04-18 Monthly 05-11-18 FEL 06-03-18 | 7 PAYDAY MO # 15 (AS0) TIME approvals (approver) | 8 Extra MO Encumbrances TIME approvals (approver) | 9 BW Job Pay Flag Off @ 5 pm TIME EXTRACT @ 3 pm Time - Proc.Final Approvals by 3pm | 10 BW/HR Pend.Vo.CUTOFF @ 4 pm | 11 LOCK-CLOSE Off-Cycle #21 @ 10:30 am MO # 17 Vouchers Available 05-01-18 - 05-31-18 No BW/HR E-DOC Approved Eff. Date BEFORE 05-05-18 | 12 |
| Off-Cycle #22 Per.End Bi-weekly 05-17-18 Monthly 05-17-18 FEL 06-04-18 | 14 CLOSE BW # 16 No On-line checks NO TAX ENTRY No BW/HR E-DOC Approved Eff. Date BEFORE 05-05-18 | 15 | 16 | 17 LOCK-CLOSE Off-Cycle #22 @ 10:30 am BW # 18 Vouchers Available 05-06-18 - 05-19-18 | 18 PAYDAY BW # 16 Next Period Timesheets Available | 19 End of Pay Period |
| Off-Cycle #23 Per.End Bi-weekly 05-18-18 Monthly 05-23-18 FEL 06-05-18 | 21 MO. Job Pay Flag Off @ 5 pm TIME approvals (approver) | 22 MO Pend.Vo. CUTOFF@ 4 pm TIME approvals (approver) | 23 LOCK-CLOSE Off-Cycle #23 @ 10:30 am BW Job Pay Flag Off @ 5 pm No MO E-DOC Approved Eff. Date BEFORE 05-31-18 TIME EXTRACT @ 3 pm Time - Proc.Final Approvals by 3pm | 24 CLOSE MO # 17 No On-line checks NO TAX ENTRY BW/HR Pend.Vo.CUTOFF @ noon No MO E-DOC Approved Eff. Date BEFORE 05-31-18 No BW/HR E-DOC Approved Eff. Date BEFORE 05-19-18 | 25 CLOSE BW # 18 No On-line checks NO TAX ENTRY No BW/HR E-DOC Approved Eff. Date BEFORE 05-19-18 *** No BW Onlines *** | 26 |
| Off-Cycle #24 Per.End Monthly 06-01-18 FEL 07-01-18 | 28 Memorial Day HOLIDAY *** No BW Onlines *** | 29 *** No BW Onlines *** | 30 *** No BW Onlines *** | 31 LOCK-CLOSE Off-Cycle #24 @ 10:30 am *** No BW Paygroups *** *** No BW Onlines *** BW # 19 Vouchers Available 05-20-18 - 6-2-18 PAYDAY MO # 17 | | |