

APRIL

PAYROLL DEPARTMENT WORK SCHEDULE

2018

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1 Off-Cycle #16 Per.End Bi-weekly 04-05-18 Monthly 04-05-18 FEL 05-02-18	2 CLOSE BW # 11 No On-line checks NO TAX ENTRY No BW/HR E-DOC Approved Eff. Date BEFORE 03-24-18	3	4	5 LOCK-CLOSE Off-Cycle #16 @ 10:30 am BW # 12 Vouchers Available 03-25-18 - 04-07-18	6 PAYDAY BW # 11 Next Period Timesheets Available	7 End of Pay Period
8 Off-Cycle #17 Per.End Bi-weekly 04-06-18 Monthly 04-13-18 FEL 05-03-18	9 Extra MO Encumbrances TIME approvals (approver)	10 TIME approvals (approver)	11 BW Job Pay Flag Off @ 5 pm MO # 13 Vouchers Available 04-01-18 - 04-30-18 TIME EXTRACT @ 3 pm Time - Proc.Final Approvals by 3pm	12 BW/HR Pend.Vo.CUTOFF @ 4 pm	13 LOCK-CLOSE Off-Cycle #17 @ 10:30 am No BW/HR E-DOC Approved Eff. Date BEFORE 04-07-18	14
15 Off-Cycle #18 Per.End Bi-weekly 04-19-18 Monthly 04-19-18 FEL 05-04-18	16 CLOSE BW # 12 No On-line checks NO TAX ENTRY No BW/HR E-DOC Approved Eff. Date BEFORE 04-07-18	17	18	19 LOCK-CLOSE Off-Cycle #18 @ 10:30 am MO. Job Pay Flag Off @ 5 pm BW # 14 Vouchers Available 04-08-18 - 04-21-18	20 MO Pend.Vo. CUTOFF@ 4 pm PAYDAY BW # 12 Next Period Timesheets Available	21 End of Pay Period
22 Off-Cycle #19 Per.End Bi-weekly 04-20-18 Monthly 05-01-18 FEL 06-01-18	23 No MO E-DOC Approved Eff. Date BEFORE 04-30-18 TIME approvals (approver)	24 CLOSE MO # 13 No On-line checks NO TAX ENTRY No MO E-DOC Approved Eff. Date BEFORE 04-30-18 TIME approvals (approver)	25 BW Job Pay Flag Off @ 5 pm MO # 15 AS0 Vouchers Available 05-01-18 - 05-07-18 TIME EXTRACT @ 3 pm Time - Proc.Final Approvals by 3pm	26 BW/HR Pend.Vo.CUTOFF @ 4 pm	27 LOCK-CLOSE Off-Cycle #19 @ 10:30 am MO. AS0 Job Pay Flag Off @ 5 pm No BW/HR E-DOC Approved Eff. Date BEFORE 04-21-18	28
29	30 Spring Exams CLOSE BW # 14 No On-line checks/NO TAX ENTRY MO AS0 Pend.Vo. CUTOFF@ 4 pm *** No BW Onlines *** No BW/HR E-DOC Approved Eff. Date BEFORE 04-21-18 PAYDAY MO # 13					