

FEBRUARY

PAYROLL DEPARTMENT WORK SCHEDULE

2018

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Off-Cycle #06 Per.End Bi-weekly 01-26-18 Monthly 02-03-18 FEL 03-03-18				1 BW/HR Pend.Vo.CUTOFF @ 4 pm	2 LOCK-CLOSE Off-Cycle #06 @ 10:30 am No BW/HR E-DOC Approved Eff. Date BEFORE 01-27-18	3
4 Off-Cycle #07 Per.End Bi-weekly 02-08-18 Monthly 02-08-18 FEL 03-04-18	5 CLOSE BW # 05 No On-line checks NO TAX ENTRY No BW/HR E-DOC Approved Eff. Date BEFORE 01-27-18	6	7	8 LOCK-CLOSE Off-Cycle #07 @ 10:30 am Extra MO Encumbrances BW # 06 Vouchers Available 01-28-18 - 02-10-18	9 PAYDAY BW # 05 Next Period Timesheets Available	10 End of Pay Period
11 Off-Cycle #08 Per.End Bi-weekly 02-09-18 Monthly 02-16-18 FEL 03-05-18	12 MO # 07 Vouchers Available 02-01-18 - 02-28-18 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 #08 @ 10:30 am No BW/HR E-DOC Approved Eff. Date BEFORE 02-10-18	17
18	19 Federal Holiday (Presidents' Day) CLOSE BW # 06 No On-line checks NO TAX ENTRY MO. Job Pay Flag Off @ 5 pm No BW/HR E-DOC Approved Eff. Date BEFORE 02-10-18	20 MO Pend.Vo. CUTOFF@ 4 pm	21 No MO E-DOC Approved Eff. Date BEFORE 02-28-18	22 CLOSE MO # 07 No On-line checks NO TAX ENTRY No MO E-DOC Approved Eff. Date BEFORE 02-28-18 BW # 08 Vouchers Available 02-11-18 - 02-24-18	23 PAYDAY BW # 06 Next Period Timesheets Available	24 End of Pay Period
25 Off-Cycle #10 Per.End Bi-weekly 02-22-18 Monthly 03-02-18 FEL 04-02-18	26 TIME approvals (approver)	27 TIME approvals (approver)	28 LOCK-CLOSE Off-Cycle #10 @ 10:30 am BW Job Pay Flag Off @ 5 pm PAYDAY MO # 07 TIME EXTRACT @ 3 pm Time - Proc.Final Approvals by 3pm			