SEPT. PAYROLL DEPARTMENT WORK SCHEDULE 2018

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
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2 Off-Cycle #39 Per.End Bi-weekly 09-06-18 Monthly 09-06-18 FEL 10-02-18	3 **HOLIDAY**	4 PAYDAY MO # 28 (AS0)	5	6 LOCK-CLOSE Off-Cycle #39 @ 10:30 am BW # 30 Vouchers Available 08-26-18 - 09-08-18	7 PAYDAY BW # 29 Next Period Timesheets Available	8 End of Pay Period
9 Off-Cycle #40 Per.End Bi-weekly 09-07-18 Monthly 09-14-18 FEL 10-03-18	10 Extra MO Encumbrances TIME approvals (approver)	11 MO # 31 Vouchers Available 09-01-18 - 09-30-18 TIME approvals (approver)	12 BW Job Pay Flag Off @ 5 pm TIME EXTRACT @ 3 pm Time - Proc.Final Approvals by 3pm	13 BW/HR Pend.Vo.CUTOFF @ 4 pm	14 LOCK-CLOSE Off-Cycle #40 @ 10:30 am No BW/HR E-DOC Approved Eff. Date BEFORE 09-08-18	15
16 Off-Cycle #41 Per.End Bi-weekly 09-20-18 Monthly 09-20-18 FEL 10-04-18	17 CLOSE BW # 30 No On-line checks NO TAX ENTRY No BW/HR E-DOC Approved Eff. Date BEFORE 09-08-18	18	19 MO. Job Pay Flag Off @ 5 pm	20 LOCK-CLOSE Off-Cycle #41 @ 10:30 am MO Pend.Vo. CUTOFF@ 4 pm BW # 32 Vouchers Available 09-09-18 - 09-22-18	21 No MO E-DOC Approved Eff. Date BEFORE 09-30-18 PAYDAY BW # 30 Next Period Timesheets Available	22 End of Pay Period
23 Off-Cycle #42 Per.End Bi-weekly 09-21-18 Monthly 10-01-18 FEL 11-01-18	24 CLOSE MO # 31 No On-line checks NO TAX ENTRY No MO E-DOC Approved Eff. Date BEFORE 09-30-18 TIME approvals (approver)	25 TIME approvals (approver)	26 BW Job Pay Flag Off @ 5 pm TIME EXTRACT @ 3 pm Time - Proc.Final Approvals by 3pm	27 BW/HR Pend.Vo.CUTOFF @ 4 pm	28 LOCK-CLOSE Off-Cycle #42 @ 10:30 am No BW/HR E-DOC Approved Eff. Date BEFORE 09-22-18 PAYDAY MO # 31	29
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