JULY

PAYROLL DEPARTMENT WORK SCHEDULE

2018

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1 Off-Cycle #29 Per.End Bi-weekly 06-29-18 Monthly 07-06-18 FEL 08-02-18	**2** TIME approvals (approver)	**3** BW Job Pay Flag Off @ 5 pm TIME EXTRACT @ 5 pm Time - Proc.Final Approvals by 5pm	**4** **HOLIDAY**	**5** BW/HR Pend.Vo.CUTOFF @ 4 pm	**6** LOCK-CLOSE Off-Cycle #29 @ 10:30 am No BW/HR E-DOC Approved Eff. Date BEFORE 06-30-18	**7**
8 Off-Cycle #30 Per.End Bi-weekly 07-12-18 Monthly 07-12-18 FEL 08-03-18	**9** CLOSE BW # 22 No On-line checks NO TAX ENTRY No BW/HR E-DOC Approved Eff. Date BEFORE 06-30-18	**10** Extra MO Encumbrances	**11** MO # 24 Vouchers Available 07-01-18 - 07-31-18	**12** LOCK-CLOSE Off-Cycle #30 @ 10:30 am BW # 23 Vouchers Available 07-01-18 - 07-14-18	**13** PAYDAY BW # 22 Next Period Timesheets Available	**14** End of Pay Period
15 Off-Cycle #31 Per.End Bi-weekly 07-13-18 Monthly 07-20-18 FEL 08-04-18	**16** TIME approvals (approver)	**17** TIME approvals (approver)	**18** BW Job Pay Flag Off @ 5 pm TIME EXTRACT @ 3 pm Time - Proc.Final Approvals by 3pm	**19** BW/HR Pend.Vo.CUTOFF @ 4 pm	**20** LOCK-CLOSE Off-Cycle #31 @ 10:30 am MO. Job Pay Flag Off @ 5 pm No BW/HR E-DOC Approved Eff. Date BEFORE 07-14-18	**21**
22	**23** CLOSE BW # 23 No On-line checks NO TAX ENTRY MO Pend.Vo. CUTOFF@ 4 pm No BW/HR E-DOC Approved Eff. Date BEFORE 07-14-18	**24** No MO E-DOC Approved Eff. Date BEFORE 07-31-18	**25** CLOSE MO # 24 No On-line checks NO TAX ENTRY No MO E-DOC Approved Eff. Date BEFORE 07-31-18	**26** BW # 25 Vouchers Available 07-15-18 - 07-28-18	**27** PAYDAY BW # 23 Next Period Timesheets Available	**28** End of Pay Period
29 Off-Cycle #33 Per.End Bi-weekly 07-26-18 Monthly 08-02-18 FEL 09-02-18	**30** TIME approvals (approver)	**31** LOCK-CLOSE Off-Cycle #33 @ 10:30 am PAYDAY MO # 24 TIME approvals (approver)				