

# JANUARY

## PAYROLL DEPARTMENT WORK SCHEDULE

# 2019

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Off-Cycle #01 Per.End Bi-weekly 12-28-18 Monthly 01-04-19 FEL 02-01-19		<b>1</b>  'New Year's Day' observed <b>HOLIDAY</b>  TIME approvals ( approver )	<b>2</b>  BW Job Pay Flag Off @ 5 pm  PAYDAY MO # 01 TIME EXTRACT @ 5 pm  Time - Proc.Final Approvals by 5pm	<b>3</b>  CLOSE YE 2018 BW/HR Pend.Vo.CUTOFF @ 4 pm	<b>4</b>  LOCK-CLOSE Off-Cycle #01 @ 10:30 am    No BW/HR E-DOC Approvals	<b>5</b>
<b>6</b> Off-Cycle #02 Per.End Bi-weekly 01-10-19 Monthly 01-10-19 FEL 02-02-19	<b>7</b>  Classes Begin <b>CLOSE BW # 02</b>  No On-line checks <b>NO TAX ENTRY</b>  No BW/HR E-DOC Approvals	<b>8</b>  Extra MO Encumbrances	<b>9</b>	<b>10</b>  LOCK-CLOSE Off-Cycle #02 @ 10:30 am    BW # 03 Vouchers Available 12-30-18 - 01-12-19	<b>11</b>     MO # 04 Vouchers Available 01-01-19 - 01-31-19 <b>PAYDAY BW # 02</b> Next Period Timesheets Available	<b>12</b>  End of Pay Period
<b>13</b> Off-Cycle #03 Per.End Bi-weekly 01-11-19 Monthly 01-17-19 FEL 02-03-19	<b>14</b>  TIME approvals ( approver )	<b>15</b>  TIME approvals ( approver )	<b>16</b>  BW Job Pay Flag Off @ 5 pm  TIME EXTRACT @ 3 pm  Time - Proc.Final Approvals by 3pm	<b>17</b>  LOCK-CLOSE Off-Cycle #03 @ 10:30 am  BW/HR Pend.Vo.CUTOFF @ noon  No BW/HR E-DOC Approvals	<b>18</b>  <b>CLOSE BW # 03</b>  No On-line checks <b>NO TAX ENTRY</b>  No BW/HR E-DOC Approvals	<b>19</b>
<b>20</b> Off-Cycle #04 Per.End Bi-weekly 01-24-19 Monthly 01-24-19 FEL 02-04-19	<b>21</b>  <b>HOLIDAY</b>	<b>22</b>  MO. Job Pay Flag Off @ 5 pm	<b>23</b>  MO Pend.Vo. CUTOFF@ 4 pm	<b>24</b>  LOCK-CLOSE Off-Cycle #04 @ 10:30 am    BW # 05 Vouchers Available 01-13-19 - 01-26-19 No MO E-DOC Approvals	<b>25</b>  <b>CLOSE MO # 04</b>  No On-line checks <b>NO TAX ENTRY</b>  <b>PAYDAY BW # 03</b> Next Period Timesheets Available No MO E-DOC Approvals	<b>26</b>  End of Pay Period
<b>27</b> Off-Cycle #05 Per.End Bi-weekly 01-25-19 Monthly 02-01-19 FEL 03-01-19	<b>28</b>  TIME approvals ( approver )	<b>29</b>  TIME approvals ( approver )	<b>30</b>  BW Job Pay Flag Off @ 5 pm  TIME EXTRACT @ 3 pm  Time - Proc.Final Approvals by 3pm	<b>31</b>  LOCK-CLOSE Off-Cycle #05 @ 10:30 am <b>** No Online Checks after Off-Cycle **</b> BW/HR Pend.Vo.CUTOFF @ 4 pm  <b>PAYDAY MO # 04</b>		