

APRIL

PAYROLL DEPARTMENT WORK SCHEDULE

2019

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