

**JUNE****PAYROLL DEPARTMENT WORK SCHEDULE****2019**

<b>SUNDAY</b>	<b>MONDAY</b>	<b>TUESDAY</b>	<b>WEDNESDAY</b>	<b>THURSDAY</b>	<b>FRIDAY</b>	<b>SATURDAY</b>
						<b>1</b> End of Pay Period
<b>2</b> Off-Cycle #24 Per.End Bi-weekly 05-31-19 Monthly 06-07-19 FEL 07-02-19	<b>3</b>   TIME approvals ( approver )	<b>4</b>   TIME approvals ( approver )	<b>5</b>  BW Job Pay Flag Off @ 5 pm  TIME EXTRACT @ 3 pm Time - Proc.Final Approvals by 3pm	<b>6</b>  BW/HR Pend.Vo.CUTOFF @ 4 pm	<b>7</b> LOCK-CLOSE Off-Cycle #24 @ 10:30 am   No BW/HR E-DOC Approvals	<b>8</b>
<b>9</b> Off-Cycle #25 Per.End Bi-weekly 06-13-19 Monthly 06-13-19 FEL 07-03-19	<b>10</b> <b>CLOSE BW # 19</b> <b>No Online checks</b> <b>NO TAX ENTRY</b> <b>Extra MO Encumbrances</b>  No BW/HR E-DOC Approvals	<b>11</b>   MO #20 Vouchers Available 06-01-19 - 06-30-19	<b>12</b>	<b>13</b> LOCK-CLOSE Off-Cycle #25 @ 10:30 am   BW # 21 Vouchers Available 06-02-19 - 06-15-19	<b>14</b>   PAYDAY BW # 19 Next Period Timesheets Available	<b>15</b> End of Pay Period
<b>16</b> Off-Cycle #26 Per.End Bi-weekly 06-14-19 Monthly 06-20-19 FEL 07-04-19	<b>17</b>   TIME approvals ( approver )	<b>18</b>  MO. Job Pay Flag Off @ 5 pm   TIME approvals ( approver )	<b>19</b>  MO Pend.Vo. CUTOFF@ 4 pm BW Job Pay Flag Off @ 5 pm  TIME EXTRACT @ 3 pm Time - Proc.Final Approvals by 3pm	<b>20</b> LOCK-CLOSE Off-Cycle #26 @ 10:30 am  BW/HR Pend.Vo.CUTOFF @ 4 pm  No MO E-DOC Approvals	<b>21</b> <b>CLOSE MO # 20</b> <b>No Online checks</b> <b>NO TAX ENTRY</b>  No BW/HR E-DOC Approvals No MO E-DOC Approvals	<b>22</b>
<b>23</b> Off-Cycle #27 Per.End Bi-weekly 06-27-19 Monthly 07-01-19 FEL 08-01-19	<b>24</b> <b>CLOSE BW # 21</b> <b>No Online checks</b> <b>NO TAX ENTRY</b>  No BW/HR E-DOC Approvals	<b>25</b>	<b>26</b>	<b>27</b>   BW # 22 Vouchers Available 06-16-19 - 06-29-19	<b>28</b> LOCK-CLOSE Off-Cycle #27 @ 10:30 am <b>** No Online Checks after Off-Cycle **</b>  PAYDAY MO # 20 PAYDAY BW # 21 Next Period Timesheets Available	<b>29</b> End of Pay Period
<b>30</b>						