

FEBRUARY

PAYROLL DEPARTMENT WORK SCHEDULE

2019

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|--|--|---|--|--|---|--------------------------------|
| | | | | | 1 No BW/HR E-DOC Approvals | 2 |
| 3 Off-Cycle #06 Per.End Bi-weekly 02-07-19 Monthly 02-07-19 FEL 03-02-19 | 4 CLOSE BW # 05 No Online checks NO TAX ENTRY No BW/HR E-DOC Approvals | 5 | 6 | 7 LOCK-CLOSE Off-Cycle #06 @ 10:30 am BW # 06 Vouchers Available 01-27-19 - 02-09-19 | 8 Extra MO Encumbrances PAYDAY BW # 05 Next Period Timesheets Available | 9 End of Pay Period |
| 10 Off-Cycle #07 Per.End Bi-weekly 02-08-19 Monthly 02-15-19 FEL 03-03-19 | 11 MO # 07 Vouchers Available 02-01-19 - 02-28-19 TIME approvals (approver) | 12 TIME approvals (approver) | 13 BW Job Pay Flag Off @ 5 pm TIME EXTRACT @ 3 pm Time - Proc.Final Approvals by 3pm | 14 BW/HR Pend.Vo.CUTOFF @ 4 pm | 15 LOCK-CLOSE Off-Cycle #07 @ 10:30 am No BW/HR E-DOC Approvals | 16 |
| 17 Off-Cycle #08 Per.End Bi-weekly 02-21-19 Monthly 02-21-19 FEL 03-04-19 | 18 Federal Holiday (Presidents' Day) CLOSE BW # 06 No Online checks NO TAX ENTRY No BW/HR E-DOC Approvals | 19 MO. Job Pay Flag Off @ 5 pm | 20 MO Pend.Vo. CUTOFF@ 4 pm | 21 LOCK-CLOSE Off-Cycle #08 @ 10:30 am BW # 08 Vouchers Available 02-10-19 - 02-23-19 No MO E-DOC Approvals | 22 CLOSE MO # 07 No Online checks NO TAX ENTRY PAYDAY BW # 06 Next Period Timesheets Available No MO E-DOC Approvals | 23 End of Pay Period |
| 24 Off-Cycle #09 Per.End Bi-weekly 02-22-19 Monthly 03-01-19 FEL 04-01-19 | 25 TIME approvals (approver) | 26 TIME approvals (approver) | 27 BW Job Pay Flag Off @ 5 pm TIME EXTRACT @ 3 pm Time - Proc.Final Approvals by 3pm | 28 LOCK-CLOSE Off-Cycle #09 @ 10:30 am ** No Online Checks after Off-Cycle ** BW/HR Pend.Vo.CUTOFF @ 4 pm PAYDAY MO # 07 | | |