

# JANUARY

## PAYROLL DEPARTMENT WORK SCHEDULE

# 2018

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Off-Cycle #01 Per.End Bi-weekly 12-29-17 Monthly 01-05-18 FEL 02-01-18	<b>1</b> 'New Year's Day' observed <b>HOLIDAY</b>  TIME approvals ( approver )	<b>2</b>   PAYDAY MO # 01 TIME approvals ( approver )	<b>3</b> CLOSE YE 2017  BW Job Pay Flag Off @ 5 pm  TIME EXTRACT @ 5 pm Time - Proc.Final Approvals by 5pm	<b>4</b>   BW/HR Pend.Vo.CUTOFF @ 4 pm	<b>5</b> LOCK-CLOSE Off-Cycle #01 @ 10:30 am   No BW/HR E-DOC Approved Eff. Date BEFORE 12-30-17	<b>6</b>
Off-Cycle #02 Per.End Bi-weekly 01-11-18 Monthly 01-11-18 FEL 02-02-18	<b>8</b> Classes Begin CLOSE BW # 02 No On-line checks NO TAX ENTRY  No BW/HR E-DOC Approved Eff. Date BEFORE 12-30-17	<b>9</b>   Extra MO Encumbrances	<b>10</b>	<b>11</b> LOCK-CLOSE Off-Cycle #02 @ 10:30 am MO # 04 Vouchers Available 01-01-18 - 1-31-18  BW # 03 Vouchers Available 12-31-17 - 01-13-18	<b>12</b>   PAYDAY BW # 02 Next Period Timesheets Available	<b>13</b>   End of Pay Period
Off-Cycle #03 Per.End Bi-weekly 01-12-18 Monthly 01-19-18 FEL 02-03-18	<b>15</b> <b>HOLIDAY</b>  TIME approvals ( approver )	<b>16</b>   TIME approvals ( approver )	<b>17</b>   BW Job Pay Flag Off @ 5 pm  TIME EXTRACT @ 5 pm Time - Proc.Final Approvals by 5pm	<b>18</b>   BW/HR Pend.Vo.CUTOFF @ 4 pm	<b>19</b> LOCK-CLOSE Off-Cycle #03 @ 10:30 am   No BW/HR E-DOC Approved Eff. Date BEFORE 01-13-18	<b>20</b>
<b>21</b>	<b>22</b> CLOSE BW # 03 No On-line checks NO TAX ENTRY MO. Job Pay Flag Off @ 5 pm  No BW/HR E-DOC Approved Eff. Date BEFORE 01-13-18	<b>23</b>   MO Pend.Vo. CUTOFF@ 4 pm	<b>24</b>   No MO E-DOC Approved Eff. Date BEFORE 01-31-18	<b>25</b> CLOSE MO # 04 No On-line checks NO TAX ENTRY No MO E-DOC Approved Eff. Date BEFORE 01-31-18 BW # 05 Vouchers Available 01-14-18 - 01-27-18	<b>26</b>   PAYDAY BW # 03 Next Period Timesheets Available	<b>27</b>   End of Pay Period
Off-Cycle #05 Per.End Bi-weekly 01-25-18 Monthly 02-02-18 FEL 03-02-18	<b>29</b>   TIME approvals ( approver )	<b>30</b>   TIME approvals ( approver )	<b>31</b> LOCK-CLOSE Off-Cycle #05 @ 10:30 am BW Job Pay Flag Off @ 5 pm PAYDAY MO # 04 TIME EXTRACT @ 3 pm Time - Proc.Final Approvals by 3pm			