

AUGUST

PAYROLL DEPARTMENT WORK SCHEDULE

2023

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Off-Cycle #33 Per.End Bi-weekly 08-03-23 Monthly 08-03-23 FEL 09-02-23		1	2	3 LOCK-CLOSE Off-Cycle #33 @ 10:30 am BW # 26 Vouchers Available 07-23-23 - 08-05-23	4 PAYDAY BW #25 Next Period Timesheets Available	5 End of Pay Period
6 Off-Cycle #34 Per.End Bi-weekly 08-04-23 Monthly 08-11-23 FEL 09-03-23	7 TIME approvals (approver)	8 Extra MO Encumbrances TIME approvals (approver)	9 BW Job Pay Flag Off @ 5 pm TIME EXTRACT @ 3 pm Time - Proc.Final Approvals by 3pm	10 BW/HR Pend.Vo.CUTOFF @ 4 pm	11 LOCK-CLOSE Off-Cycle #34 @ 10:30 am MO #27 Vouchers Available No BW E-DOC Approvals	12
13 Off-Cycle #35 Per.End Bi-weekly 08-17-23 Monthly 08-17-23 FEL 09-04-23	14 CLOSE BW #26 No Online checks NO TAX ENTRY No BW E-DOC Approvals	15	16	17 LOCK-CLOSE Off-Cycle #35 @ 10:30 am BW # 28 Vouchers Available 08-06-23 - 08-19-23	18 MO. Job Pay Flag Off @ 5 pm PAYDAY BW #26 Next Period Timesheets Available	19 End of Pay Period
20 Off-Cycle #36 Per.End Bi-weekly 08-18-23 AS0 08-25-23 Monthly 09-01-23 FEL 10-01-23	21 Classes Begin MO Pend.Vo. CUTOFF@ 4 pm TIME approvals (approver)	22 TIME approvals (approver) No MO E-DOC Approvals	23 CLOSE MO # 27 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	24 BW/HR Pend.Vo.CUTOFF @ 4 pm MO #29 (AS0) Vouchers Available 08-01-23 - 08-31-23	25 LOCK-CLOSE Off-Cycle #36 @ 10:30 am MO. AS0 Job Pay Flag Off @ 5 pm No BW E-DOC Approvals	26
27 Off-Cycle #37 Per.End Monthly 09-02-23 FEL 10-02-23	28 CLOSE BW #28 No Online checks NO TAX ENTRY *** No BW Onlines *** MO AS0 Pend.Vo. CUTOFF@ noon No BW E-DOC Approvals	29 CLOSE MO # 29 (AS0) No Online checks NO TAX ENTRY *** No BW/AS0 Onlines ***	30 *** No BW/AS0 Onlines ***	31 LOCK-CLOSE Off-Cycle #37 @ 10:30 am ** No Online Checks after Off-Cycle ** * No BW/AS0 Paygroups in Off-Cycle * *** No BW/AS0 Onlines *** BW # 30 Vouchers Available 08-20-23 - 09-02-23 PAYDAY MO #27		