

FEBRUARY

PAYROLL DEPARTMENT WORK SCHEDULE

2023

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