

**JULY****PAYROLL DEPARTMENT WORK SCHEDULE****2024**

<b>SUNDAY</b>	<b>MONDAY</b>	<b>TUESDAY</b>	<b>WEDNESDAY</b>	<b>THURSDAY</b>	<b>FRIDAY</b>	<b>SATURDAY</b>
Off-Cycle #29 Per.End Bi-weekly 07-03-24 Monthly 07-03-24 FEL 08-02-24	<b>1</b> <b>CLOSE BW #22</b> <b>No Online checks</b> <b>NO TAX ENTRY</b>  No BW E-DOC Approvals	<b>2</b>	<b>3</b> LOCK-CLOSE Off-Cycle #29 @ 10:30 am	<b>4</b> Independence Day <b>HOLIDAY</b>  BW # 23 Vouchers Available 06-23-24 - 07-06-24	<b>5</b>  <b>PAYDAY BW #22</b> Next Period Timesheets Available	<b>6</b> End of Pay Period
Off-Cycle #30 Per.End Bi-weekly 07-04-24 Monthly 07-12-24 FEL 08-03-24	<b>8</b> <b>Extra MO Encumbrances</b>  TIME approvals ( approver )	<b>9</b>  TIME approvals ( approver )	<b>10</b> <b>BW Job Pay Flag Off @ 5 pm</b>  <b>TIME EXTRACT @ 3 pm</b> Time - Proc.Final Approvals by 3pm	<b>11</b> <b>BW/HR Pend.Vo.CUTOFF @ 4 pm</b>  <b>MO #24 Vouchers Available</b> 07-01-24 - 07-31-24	<b>12</b> LOCK-CLOSE Off-Cycle #30 @ 10:30 am  No BW E-DOC Approvals	<b>13</b>
Off-Cycle #31 Per.End Bi-weekly 07-18-24 Monthly 07-18-24 FEL 08-04-24	<b>15</b> <b>CLOSE BW #23</b> <b>No Online checks</b> <b>NO TAX ENTRY</b>  No BW E-DOC Approvals	<b>16</b>	<b>17</b>	<b>18</b> LOCK-CLOSE Off-Cycle #31 @ 10:30 am  BW # 25 Vouchers Available 07-07-24 - 07-20-24	<b>19</b>  <b>PAYDAY BW #23</b> Next Period Timesheets Available	<b>20</b> End of Pay Period
Off-Cycle #32 Per.End Bi-weekly 07-19-24 Monthly 08-01-24 FEL 09-01-24	<b>22</b> <b>MO. Job Pay Flag Off @ 5 pm</b>  TIME approvals ( approver )	<b>23</b> <b>MO Pend.Vo. CUTOFF@ 4 pm</b>  TIME approvals ( approver )	<b>24</b> <b>BW Job Pay Flag Off @ 5 pm</b>  <b>TIME EXTRACT @ 3 pm</b> Time - Proc.Final Approvals by 3pm No MO E-DOC Approvals	<b>25</b> <b>CLOSE MO # 24</b> <b>No Online checks</b> <b>NO TAX ENTRY</b>  BW/HR Pend.Vo.CUTOFF @ 4 pm No MO E-DOC Approvals	<b>26</b> LOCK-CLOSE Off-Cycle #32 @ 10:30 am  No BW E-DOC Approvals	<b>27</b>
Off-Cycle #33 Per.End Monthly 08-02-24 FEL 09-02-24	<b>29</b> <b>CLOSE BW #25</b> <b>No Online checks</b> <b>NO TAX ENTRY</b>  *** No BW Onlines *** No BW E-DOC Approvals	<b>30</b>  *** No BW Onlines ***	<b>31</b> LOCK-CLOSE Off-Cycle #33 @ 10:30 am <b>*** No BW Paygroups in Off-Cycle ***</b> <b>** No Online Checks after Off-Cycle **</b>  *** No BW Onlines *** <b>PAYDAY MO #24</b>			