

JUNE

PAYROLL DEPARTMENT WORK SCHEDULE

2023

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