

**APRIL****PAYROLL DEPARTMENT WORK SCHEDULE****2022**

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