

# DECEMBER

## PAYROLL DEPARTMENT WORK SCHEDULE

# 2022

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Off-Cycle #51 Per.End Bi-weekly 11-25-22 Monthly 12-02-22 FEL 01-02-23				<b>1</b>  BW/HR Pend.Vo.CUTOFF @ 4 pm  MO #40 (AS0) Vouchers Available 12-01-22 - 12-31-22	<b>2</b> LOCK-CLOSE Off-Cycle #51 @ 10:30 am   No BW/HR E-DOC Approvals	<b>3</b>
<b>4</b> Off-Cycle #52 Per.End Bi-weekly 12-08-22 Monthly 12-08-22 FEL 01-03-23	<b>5</b> CLOSE BW # 39 No Online checks NO TAX ENTRY  No BW/HR E-DOC Approvals	<b>6</b>	<b>7</b>	<b>8</b> LOCK-CLOSE Off-Cycle #52 @ 10:30 am Extra MO Encumbrances MO. AS0 Job Pay Flag Off @ 5 pm  BW # 41 Vouchers Available 11-27-22 - 12-10-22	<b>9</b> MO AS0 Pend.Vo. CUTOFF@ noon  PAYDAY BW # 39 Next Period Timesheets Available	<b>10</b> End of Pay Period
<b>11</b> Off-Cycle #53 Per.End Bi-weekly 12-09-22 Monthly 12-16-22 AS0 01-01-23 FEL 01-04-23	<b>12</b> Fall Exams CLOSE MO # 40 (AS0) No Online checks NO TAX ENTRY  TIME approvals ( approver )	<b>13</b> Fall Exams  MO #01 Vouchers Available 12-01-22 - 12-31-22 TIME approvals ( approver )	<b>14</b> Fall Exams  BW Job Pay Flag Off @ 5 pm  TIME EXTRACT @ 3 pm Time - Proc.Final Approvals by 3pm	<b>15</b> Fall Exams  BW/HR Pend.Vo.CUTOFF @ 4 pm	<b>16</b> Fall Exams LOCK-CLOSE Off-Cycle #53 @ 10:30 am  PAYDAY MO # 40 (AS0) No BW/HR E-DOC Approvals	<b>17</b> Graduation
<b>18</b> Off-Cycle #54 Per.End Bi-weekly 12-22-22 Monthly 12-22-22 AS0 01-02-23 FEL 01-05-23	<b>19</b> CLOSE BW # 41 No Online checks NO TAX ENTRY  No BW/HR E-DOC Approvals	<b>20</b>	<b>21</b> MO. Job Pay Flag Off @ 5 pm	<b>22</b> LOCK-CLOSE Off-Cycle #54 @ 10:30 am  MO Pend.Vo. CUTOFF@ noon  PAYDAY BW # 41 BW # 02 Vouchers Available 12-11-22 - 12-24-22	<b>23</b> WINTER HOLIDAY  No MO E-DOC Approvals Next Period Timesheets Available	<b>24</b> End of Pay Period
<b>25</b> Off-Cycle #55 Per.End Bi-weekly 12-23-22	<b>26</b> Christmas Day 'observed' HOLIDAY  TIME approvals ( approver )	<b>27</b> CLOSE MO # 01 No Online checks NO TAX ENTRY *** No MO Onlines *** No MO E-DOC Approvals TIME approvals ( approver )	<b>28</b> BW Job Pay Flag Off @ 5 pm  *** No MO Onlines *** TIME EXTRACT @ 3 pm Time - Proc.Final Approvals by 3pm	<b>29</b> LOCK-CLOSE Off-Cycle #55 @ 10:30 am *** No MO Paygroups in Off-Cycle *** ** No Online Checks after Off-Cycle ** *** No MO Onlines *** BW/HR Pend.Vo.CUTOFF @ noon No BW/HR E-DOC Approvals	<b>30</b> WINTER HOLIDAY CLOSE BW # 02 No Online checks NO TAX ENTRY *** No MO Onlines *** *** No BW Onlines *** No BW/HR E-DOC Approvals	<b>31</b>