

DECEMBER

PAYROLL DEPARTMENT WORK SCHEDULE

2023

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1 MO #40 (AS0) Vouchers Available 12-01-23 - 12-31-23 No BW E-DOC Approvals	2
3 Off-Cycle #52 Per.End Bi-weekly 12-07-23 Monthly 12-07-23 FEL 01-02-24	4 CLOSE BW #39 No Online checks NO TAX ENTRY No BW E-DOC Approvals	5	6	7 LOCK-CLOSE Off-Cycle #52 @ 10:30 am MO. AS0 Job Pay Flag Off @ 5 pm BW # 41 Vouchers Available 11-26-23 - 12-09-23	8 Extra MO Encumbrances MO AS0 Pend.Vo. CUTOFF@ noon PAYDAY BW #39 Next Period Timesheets Available	9 End of Pay Period
10 Off-Cycle #53 Per.End Bi-weekly 12-08-23 Monthly 12-15-23 AS0 01-01-24 FEL 01-03-24	11 Fall Exams CLOSE MO # 40 (AS0) No Online checks NO TAX ENTRY TIME approvals (approver)	12 Fall Exams MO #01 Vouchers Available 12-01-23 - 12-31-23 TIME approvals (approver)	13 Fall Exams BW Job Pay Flag Off @ 5 pm TIME EXTRACT @ 3 pm Time - Proc.Final Approvals by 3pm	14 Fall Exams BW/HR Pend.Vo.CUTOFF @ 4 pm	15 Fall Exams LOCK-CLOSE Off-Cycle #53 @ 10:30 am PAYDAY MO # 40 (AS0) No BW E-DOC Approvals	16 Graduation
17 Off-Cycle #54 Per.End Bi-weekly 12-21-23 Monthly 12-21-23 AS0 01-02-24 FEL 01-04-24	18 CLOSE BW #41 No Online checks NO TAX ENTRY No BW E-DOC Approvals	19	20	21 LOCK-CLOSE Off-Cycle #54 @ 10:30 am BW # 02 Vouchers Available 12-10-23 - 12-23-23	22 MO. Job Pay Flag Off @ 5 pm PAYDAY BW #41 Next Period Timesheets Available	23 End of Pay Period
24 Off-Cycle #55 Per.End Biweekly 12-22-23	25 Christmas Day HOLIDAY TIME approvals (approver) No BW E-DOC Approvals	26 MO Pend.Vo. CUTOFF@ noon TIME approvals (approver) No MO E-DOC Approvals	27 CLOSE MO # 01 No Online checks NO TAX ENTRY *** No MO Onlines *** BW Job Pay Flag Off @ 5 pm TIME EXTRACT @ 3 pm Time - Proc.Final Approvals by 3pm No MO E-DOC Approvals	28 LOCK-CLOSE Off-Cycle #55 @ 10:30 am ** No Online Checks after Off-Cycle ** *** No MO Paygroups in Off-Cycle *** *** No MO Onlines *** BW/HR Pend.Vo.CUTOFF @ noon	29 CLOSE BW #02 No Online checks NO TAX ENTRY *** No MO Onlines *** No BW E-DOC Approvals	30
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