

# FEBRUARY

## PAYROLL DEPARTMENT WORK SCHEDULE

2022

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Off-Cycle #05 Per.End Bi-weekly 02-03-22 Monthly 02-03-22 FEL 03-02-22		<b>1</b>	<b>2</b>	<b>3</b> LOCK-CLOSE Off-Cycle #05 @ 10:30 am  <b>BW #06 Vouchers Available</b> 01-23-22 - 02-05-22	<b>4</b>  <b>PAYDAY BW #05</b> Next Period Timesheets Available	<b>5</b> End of Pay Period
<b>6</b> Off-Cycle #06 Per.End Bi-weekly 02-04-22 Monthly 02-11-22 FEL 03-03-22	<b>7</b>  TIME approvals ( approver )	<b>8</b> Extra MO Encumbrances  TIME approvals ( approver )	<b>9</b>  BW Job Pay Flag Off @ 5 pm  TIME EXTRACT @ 3 pm Time - Proc.Final Approvals by 3pm	<b>10</b>  BW/HR Pend.Vo.CUTOFF @ 4 pm	<b>11</b> LOCK-CLOSE Off-Cycle #06 @ 10:30 am  <b>MO #07 Vouchers Available</b> 02-01-22 - 02-28-22 No BW/HR E-DOC Approvals	<b>12</b>
<b>13</b> Off-Cycle #07 Per.End Bi-weekly 02-17-22 Monthly 02-17-22 FEL 03-04-22	<b>14</b> CLOSE BW #06 No Online checks NO TAX ENTRY  No BW/HR E-DOC Approvals	<b>15</b>	<b>16</b>	<b>17</b> LOCK-CLOSE Off-Cycle #07 @ 10:30 am  MO. Job Pay Flag Off @ 5 pm  <b>BW #08 Vouchers Available</b> 02-06-22 - 02-19-22	<b>18</b>  MO Pend.Vo. CUTOFF@ 4 pm  <b>PAYDAY BW #06</b> Next Period Timesheets Available	<b>19</b> End of Pay Period
<b>20</b> Off-Cycle #08 Per.End Bi-weekly 02-18-22 Monthly 03-01-22 FEL 04-01-22	<b>21</b> President's Day (Federal Holiday)  No MO E-DOC Approvals TIME approvals ( approver )	<b>22</b> CLOSE MO #07 No Online checks NO TAX ENTRY  No MO E-DOC Approvals TIME approvals ( approver )	<b>23</b>  BW Job Pay Flag Off @ 5 pm  TIME EXTRACT @ 3 pm Time - Proc.Final Approvals by 3pm	<b>24</b>  BW/HR Pend.Vo.CUTOFF @ 4 pm	<b>25</b> LOCK-CLOSE Off-Cycle #08 @ 10:30 am ** No Online Checks after Off-Cycle **  No BW/HR E-DOC Approvals	<b>26</b>
<b>27</b>	<b>28</b> CLOSE BW #08 No Online checks NO TAX ENTRY  *** No BW Onlines *** PAYDAY MO #07 No BW/HR E-DOC Approvals					