

# JANUARY

## PAYROLL DEPARTMENT WORK SCHEDULE

# 2022

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						<b>1</b>
<b>2</b> Off-Cycle #01 Per.End Bi-weekly 01-06-22 Monthly 01-06-22 FEL 02-01-22	<b>3</b> <b>CLOSE BW #02</b> <b>No Online checks</b> <b>NO TAX ENTRY</b>  <b>PAYDAY MO #01</b> No BW/HR E-DOC Approvals	<b>4</b> <b>CLOSE YE 2021</b>	<b>5</b>	<b>6</b> LOCK-CLOSE Off-Cycle #01 @ 10:30 am  <b>BW #03 Vouchers Available</b> 12-26-21 - 01-08-22	<b>7</b>  <b>PAYDAY BW #02</b> Next Period Timesheets Available	<b>8</b> End of Pay Period
<b>9</b> Off-Cycle #02 Per.End Bi-weekly 01-07-22 Monthly 01-13-22 FEL 02-02-22	<b>10</b> Classes Begin  <b>Extra MO Encumbrances</b>  TIME approvals ( approver )	<b>11</b>  <b>MO #04 Vouchers Available</b> 01-01-22 - 01-31-22  TIME approvals ( approver )	<b>12</b> <b>BW Job Pay Flag Off @ 5 pm</b>   <b>TIME EXTRACT @ 3 pm</b> Time - Proc.Final Approvals by 3pm	<b>13</b> LOCK-CLOSE Off-Cycle #02 @ 10:30 am  <b>BW/HR Pend.Vo.CUTOFF @ noon</b>  No BW E-DOC Approvals	<b>14</b> <b>CLOSE BW #03</b> <b>No Online checks</b> <b>NO TAX ENTRY</b>  No BW E-DOC Approvals	<b>15</b>
<b>16</b> Off-Cycle #03 Per.End Bi-weekly 01-20-22 Monthly 01-20-22 FEL 02-03-22	<b>17</b> Martin Luther King, Jr. Day <b>HOLIDAY</b>	<b>18</b>	<b>19</b>	<b>20</b> LOCK-CLOSE Off-Cycle #03 @ 10:30 am  <b>MO. Job Pay Flag Off @ 5 pm</b>  <b>BW #05 Vouchers Available</b> 01-09-22 - 01-22-22	<b>21</b>  <b>MO Pend.Vo. CUTOFF@ 4 pm</b>  <b>PAYDAY BW #03</b> Next Period Timesheets Available	<b>22</b> End of Pay Period
<b>23</b> Off-Cycle #04 Per.End Bi-weekly 01-21-22 Monthly 02-01-22 FEL 03-01-22	<b>24</b>  No MO E-DOC Approvals TIME approvals ( approver )	<b>25</b> <b>CLOSE MO # 04</b> <b>No Online checks</b> <b>NO TAX ENTRY</b> No MO E-DOC Approvals TIME approvals ( approver )	<b>26</b> <b>BW Job Pay Flag Off @ 5 pm</b>  <b>TIME EXTRACT @ 3 pm</b> Time - Proc.Final Approvals by 3pm	<b>27</b> <b>BW/HR Pend.Vo.CUTOFF @ 4 pm</b>	<b>28</b> LOCK-CLOSE Off-Cycle #04 @ 10:30 am <b>** No Online Checks after Off-Cycle **</b>  No BW E-DOC Approvals	<b>29</b>
<b>30</b>	<b>31</b> <b>CLOSE BW #05</b> <b>No Online checks</b> <b>NO TAX ENTRY</b> <b>*** No BW Onlines ***</b> <b>PAYDAY MO #04</b> No BW E-DOC Approvals					