

# JANUARY

## PAYROLL DEPARTMENT WORK SCHEDULE

# 2024

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Off-Cycle #01 Per.End Bi-weekly 01-04-24 Monthly 01-04-24 FEL 02-01-24	<b>1</b> New Year's Day <b>HOLIDAY</b>	<b>2</b>   PAYDAY MO #01	<b>3</b>  CLOSE YE 2023	<b>4</b> LOCK-CLOSE Off-Cycle #01 @ 10:30 am   BW # 03 Vouchers Available 12-24-23 - 01-06-24	<b>5</b>   PAYDAY BW #02 Next Period Timesheets Available	<b>6</b> End of Pay Period
Off-Cycle #02 Per.End Bi-weekly 01-05-24 Monthly 01-11-24 FEL 02-02-24	<b>8</b> Classes Begin Extra MO Encumbrances   TIME approvals ( approver )	<b>9</b>   TIME approvals ( approver )	<b>10</b> BW Job Pay Flag Off @ 5 pm   TIME EXTRACT @ 3 pm Time - Proc.Final Approvals by 3pm	<b>11</b> LOCK-CLOSE Off-Cycle #02 @ 10:30 am   BW/HR Pend.Vo.CUTOFF @ noon MO #04 Vouchers Available 01-01-24 - 01-31-24 No BW E-DOC Approvals	<b>12</b>   CLOSE BW #03 No Online checks NO TAX ENTRY  No BW E-DOC Approvals	<b>13</b>
Off-Cycle #03 Per.End Bi-weekly 01-18-24 Monthly 01-18-24 FEL 02-03-24	<b>15</b> Martin Luther King, Jr. Day <b>HOLIDAY</b>	<b>16</b>	<b>17</b>	<b>18</b> LOCK-CLOSE Off-Cycle #03 @ 10:30 am   BW # 05 Vouchers Available 01-07-24 - 01-20-24	<b>19</b>   PAYDAY BW #03 Next Period Timesheets Available	<b>20</b> End of Pay Period
Off-Cycle #04 Per.End Bi-weekly 01-19-24 Monthly 02-01-24 FEL 03-01-24	<b>22</b> MO. Job Pay Flag Off @ 5 pm   TIME approvals ( approver )	<b>23</b> MO Pend.Vo. CUTOFF@ 4 pm   TIME approvals ( approver )	<b>24</b> BW Job Pay Flag Off @ 5 pm   TIME EXTRACT @ 3 pm Time - Proc.Final Approvals by 3pm No MO E-DOC Approvals	<b>25</b> BW/HR Pend.Vo.CUTOFF @ 4 pm CLOSE MO # 04 No Online checks NO TAX ENTRY  No MO E-DOC Approvals	<b>26</b> LOCK-CLOSE Off-Cycle #04 @ 10:30 am   No BW E-DOC Approvals	<b>27</b>
Off-Cycle #05 Per.End Monthly 02-02-24 FEL 03-02-24	<b>29</b> CLOSE BW #05 No Online checks NO TAX ENTRY *** No BW Onlines ***  No BW E-DOC Approvals	<b>30</b>   *** No BW Onlines ***	<b>31</b> LOCK-CLOSE Off-Cycle #05 @ 10:30 am *** No BW Paygroups in Off-Cycle *** ** No Online Checks after Off-Cycle ** *** No BW Onlines ***  PAYDAY MO #04			