

JULY**PAYROLL DEPARTMENT WORK SCHEDULE****2023**

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2 Off-Cycle #29 Per.End Bi-weekly 07-06-23 Monthly 07-06-23 FEL 08-02-23	3 CLOSE BW #22 No Online checks NO TAX ENTRY No BW E-DOC Approvals	4 Independence Day HOLIDAY	5	6 LOCK-CLOSE Off-Cycle #29 @ 10:30 am BW # 23 Vouchers Available 06-25-23 - 07-08-23	7 PAYDAY BW #22 Next Period Timesheets Available	8 End of Pay Period
9 Off-Cycle #30 Per.End Bi-weekly 07-07-23 Monthly 07-14-23 FEL 08-03-23	10 Extra MO Encumbrances TIME approvals (approver)	11 MO #24 Vouchers Available 07-01-23 - 07-31-23 TIME approvals (approver)	12 BW Job Pay Flag Off @ 5 pm TIME EXTRACT @ 3 pm Time - Proc.Final Approvals by 3pm	13 BW/HR Pend.Vo.CUTOFF @ 4 pm	14 LOCK-CLOSE Off-Cycle #30 @ 10:30 am No BW E-DOC Approvals	15
16 Off-Cycle #31 Per.End Bi-weekly 07-20-23 Monthly 07-20-23 FEL 08-04-23	17 CLOSE BW #23 No Online checks NO TAX ENTRY No BW E-DOC Approvals	18	19	20 LOCK-CLOSE Off-Cycle #31 @ 10:30 am MO. Job Pay Flag Off @ 5 pm BW # 25 Vouchers Available 07-09-23 - 07-22-23	21 MO Pend.Vo. CUTOFF@ 4 pm PAYDAY BW #23 Next Period Timesheets Available	22 End of Pay Period
23 Off-Cycle #32 Per.End Bi-weekly 07-21-23 Monthly 08-01-23 FEL 09-01-23	24 No MO E-DOC Approvals TIME approvals (approver)	25 CLOSE MO # 24 No Online checks NO TAX ENTRY No MO E-DOC Approvals TIME approvals (approver)	26 BW Job Pay Flag Off @ 5 pm TIME EXTRACT @ 3 pm Time - Proc.Final Approvals by 3pm	27 BW/HR Pend.Vo.CUTOFF @ 4 pm	28 LOCK-CLOSE Off-Cycle #32 @ 10:30 am ** No Online Checks after Off-Cycle ** No BW E-DOC Approvals	29
30	31 CLOSE BW #25 No Online checks NO TAX ENTRY *** No BW Onlines *** PAYDAY MO #24 No BW E-DOC Approvals					