

JULY

PAYROLL DEPARTMENT WORK SCHEDULE

2022

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