

JUNE

PAYROLL DEPARTMENT WORK SCHEDULE

2022

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