

# MARCH

## PAYROLL DEPARTMENT WORK SCHEDULE

2022

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