

MAY**PAYROLL DEPARTMENT WORK SCHEDULE****2022**

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1 Off-Cycle #19 Per.End Bi-weekly 04-29-22 Monthly 05-06-22 AS0 05-10-22 FEL 06-02-22	2 Spring Exams MO. AS0 Job Pay Flag Off @ 5 pm TIME approvals (approver)	3 Spring Exams MO AS0 Pend.Vo. CUTOFF@ noon TIME approvals (approver)	4 Spring Exams CLOSE MO #15 (AS0) No Online checks NO TAX ENTRY BW Job Pay Flag Off @ 5 pm TIME EXTRACT @ 3 pm Time - Proc.Final Approvals by 3pm	5 Spring Exams BW/HR Pend.Vo.CUTOFF @ 4 pm	6 Spring Exams LOCK-CLOSE Off-Cycle #19 @ 10:30 am No BW/HR E-DOC Approvals	7 Graduation
8 Off-Cycle #20 Per.End Bi-weekly 05-12-22 Monthly 05-12-22 FEL 06-03-22	9 CLOSE BW # 16 No Online checks NO TAX ENTRY PAYDAY MO #15 (AS0) No BW/HR E-DOC Approvals	10 Classes Begin Extra MO Encumbrances	11 MO #18 Vouchers Available 05-01-22 - 05-31-22	12 LOCK-CLOSE Off-Cycle #20 @ 10:30 am BW # 17 Vouchers Available 05-01-22 - 05-14-22	13 PAYDAY BW # 16 Next Period Timesheets Available	14 End of Pay Period
15 Off-Cycle #21 Per.End Bi-weekly 05-13-22 Monthly 05-20-22 FEL 06-04-22	16 TIME approvals (approver)	17 TIME approvals (approver)	18 BW Job Pay Flag Off @ 5 pm TIME EXTRACT @ 3 pm Time - Proc.Final Approvals by 3pm	19 BW/HR Pend.Vo.CUTOFF @ 4 pm	20 LOCK-CLOSE Off-Cycle #21 @ 10:30 am MO. Job Pay Flag Off @ 5 pm No BW/HR E-DOC Approvals	21
22	23 CLOSE BW # 17 No Online checks NO TAX ENTRY MO Pend.Vo. CUTOFF@ 4 pm No BW/HR E-DOC Approvals	24 No MO E-DOC Approvals	25 CLOSE MO # 18 No Online checks NO TAX ENTRY No MO E-DOC Approvals	26 BW # 19 Vouchers Available 05-15-22 - 05-28-22	27 PAYDAY BW # 17 Next Period Timesheets Available	28 End of Pay Period
29 Off-Cycle #22 Per.End Bi-weekly 05-26-22 Monthly 06-01-22 AS0 06-02-22 FEL 07-02-22	30 Memorial Day HOLIDAY TIME approvals (approver)	31 LOCK-CLOSE Off-Cycle #22 @ 10:30 am ** No Online Checks after Off-Cycle ** PAYDAY MO #18 TIME approvals (approver)				