

NOVEMBER

PAYROLL DEPARTMENT WORK SCHEDULE

2022

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Off-Cycle #46 Per.End Bi-weekly 10-28-22 Monthly 11-04-22 FEL 12-03-22		1 TIME approvals (approver)	2 BW Job Pay Flag Off @ 5 pm TIME EXTRACT @ 3 pm Time - Proc.Final Approvals by 3pm	3 BW/HR Pend.Vo.CUTOFF @ 4 pm	4 LOCK-CLOSE Off-Cycle #46 @ 10:30 am No BW/HR E-DOC Approvals	5
6 Off-Cycle #47 Per.End Bi-weekly 11-09-22 Monthly 11-09-22 FEL 12-04-22	7 CLOSE BW # 36 No Online checks NO TAX ENTRY No BW/HR E-DOC Approvals	8 Extra MO Encumbrances	9 LOCK-CLOSE Off-Cycle #47 @ 10:30 am	10 BW # 37 Vouchers Available 10-30-22 - 11-12-22 PAYDAY BW # 36	11 Veteran's Day (Federal Holiday) MO #38 Vouchers Available 11-01-22 - 11-30-22 Next Period Timesheets Available	12 End of Pay Period
13 Off-Cycle #48 Per.End Bi-weekly 11-11-22 Monthly 11-17-22 FEL 12-05-22	14 TIME approvals (approver)	15 TIME approvals (approver)	16 BW Job Pay Flag Off @ 5 pm TIME EXTRACT @ 3 pm Time - Proc.Final Approvals by 3pm	17 LOCK-CLOSE Off-Cycle #48 @ 10:30 am BW/HR Pend.Vo.CUTOFF @ noon No BW/HR E-DOC Approvals	18 CLOSE BW # 37 No Online checks NO TAX ENTRY MO. Job Pay Flag Off @ 5 pm No BW/HR E-DOC Approvals	19
20 Off-Cycle #49 Per.End Bi-weekly 11-22-22 Monthly 11-22-22 FEL 12-06-22	21 MO Pend.Vo. CUTOFF@ 4 pm	22 LOCK-CLOSE Off-Cycle #49 @ 10:30 am No MO E-DOC Approvals	23 CLOSE MO # 38 No Online checks NO TAX ENTRY PAYDAY BW # 37 No MO E-DOC Approvals	24 Thanksgiving Day HOLIDAY BW # 39 Vouchers Available 11-13-22 - 11-26-22	25 Friday after Thanksgiving HOLIDAY Next Period Timesheets Available	26 End of Pay Period
27 Off-Cycle #50 Per.End Bi-weekly 11-24-22 Monthly 12-01-22 FEL 01-01-23	28 TIME approvals (approver)	29 TIME approvals (approver)	30 LOCK-CLOSE Off-Cycle #50 @ 10:30 am ** No Online Checks after Off-Cycle ** BW Job Pay Flag Off @ 5 pm PAYDAY MO # 38 TIME EXTRACT @ 3 pm Time - Proc.Final Approvals by 3pm			