

OCTOBER

PAYROLL DEPARTMENT WORK SCHEDULE

2022

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1 End of Pay Period
2 Off-Cycle #42 Per.End Bi-weekly 09-30-22 Monthly 10-07-22 FEL 11-02-22	3 TIME approvals (approver)	4 TIME approvals (approver)	5 BW Job Pay Flag Off @ 5 pm TIME EXTRACT @ 3 pm Time - Proc.Final Approvals by 3pm	6 BW/HR Pend.Vo.CUTOFF @ 4 pm	7 LOCK-CLOSE Off-Cycle #42 @ 10:30 am No BW/HR E-DOC Approvals	8
9 Off-Cycle #43 Per.End Bi-weekly 10-13-22 Monthly 10-13-22 FEL 11-03-22	10 Columbus Day (Federal Holiday) CLOSE BW # 33 No Online checks NO TAX ENTRY No BW/HR E-DOC Approvals	11 Extra MO Encumbrances MO #35 Vouchers Available 10-01-22 - 10-31-22	12	13 LOCK-CLOSE Off-Cycle #43 @ 10:30 am BW # 34 Vouchers Available 10-02-22 - 10-15-22	14 PAYDAY BW # 33 Next Period Timesheets Available	15 End of Pay Period
16 Off-Cycle #44 Per.End Bi-weekly 10-14-22 Monthly 10-21-22 FEL 11-04-22	17 TIME approvals (approver)	18 TIME approvals (approver)	19 BW Job Pay Flag Off @ 5 pm TIME EXTRACT @ 3 pm Time - Proc.Final Approvals by 3pm	20 BW/HR Pend.Vo.CUTOFF @ 4 pm MO. Job Pay Flag Off @ 5 pm	21 LOCK-CLOSE Off-Cycle #44 @ 10:30 am MO Pend.Vo. CUTOFF@ 4 pm No BW/HR E-DOC Approvals	22
23	24 CLOSE BW # 34 No Online checks NO TAX ENTRY No MO E-DOC Approvals No BW/HR E-DOC Approvals	25 CLOSE MO # 35 No Online checks NO TAX ENTRY No MO E-DOC Approvals	26	27 BW # 36 Vouchers Available 10-16-22 - 10-29-22	28 PAYDAY BW # 34 Next Period Timesheets Available	29 End of Pay Period
30 Off-Cycle #45 Per.End Bi-weekly 10-27-22 Monthly 11-01-22 ASO 11-02-22 FEL 12-02-22	31 LOCK-CLOSE Off-Cycle #45 @ 10:30 am ** No Online Checks after Off-Cycle ** PAYDAY MO # 35 TIME approvals (approver)					