

SEPTEMBER

PAYROLL DEPARTMENT WORK SCHEDULE

2022

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Off-Cycle #37 Per.End Bi-weekly 09-01-22 Monthly 09-03-22 AS0 09-02-22 FEL 10-03-22				1 LOCK-CLOSE Off-Cycle #37 @ 10:30 am BW # 30 Vouchers Available 08-21-22 - 9-03-22	2 PAYDAY MO # 29 (AS0) PAYDAY BW # 28 Next Period Timesheets Available	3 End of Pay Period
4 Off-Cycle #38 Per.End Bi-weekly 09-02-22 Monthly 09-09-22 FEL 10-04-22	5 Labor Day HOLIDAY TIME approvals (approver)	6 TIME approvals (approver)	7 BW Job Pay Flag Off @ 5 pm TIME EXTRACT @ 3 pm Time - Proc.Final Approvals by 3pm	8 Extra MO Encumbrances BW/HR Pend.Vo.CUTOFF @ 4 pm	9 LOCK-CLOSE Off-Cycle #38 @ 10:30 am No BW/HR E-DOC Approvals	10
11 Off-Cycle #39 Per.End Bi-weekly 09-15-22 Monthly 09-15-22 FEL 10-05-22	12 CLOSE BW # 30 No Online checks NO TAX ENTRY MO #31 Vouchers Available 09-01-21 - 09-30-21 No BW/HR E-DOC Approvals	13	14	15 LOCK-CLOSE Off-Cycle #39 @ 10:30 am BW # 32 Vouchers Available 09-04-22 - 9-17-22	16 PAYDAY BW # 30 Next Period Timesheets Available	17 End of Pay Period
18 Off-Cycle #40 Per.End Bi-weekly 09-16-22 Monthly 09-22-22 FEL 10-06-22	19 TIME approvals (approver)	20 MO. Job Pay Flag Off @ 5 pm TIME approvals (approver)	21 MO Pend.Vo. CUTOFF@ 4 pm BW Job Pay Flag Off @ 5 pm TIME EXTRACT @ 3 pm Time - Proc.Final Approvals by 3pm	22 LOCK-CLOSE Off-Cycle #40 @ 10:30 am BW/HR Pend.Vo.CUTOFF @ 4 pm No MO E-DOC Approvals	23 CLOSE MO # 31 No Online checks NO TAX ENTRY No MO E-DOC Approvals No BW/HR E-DOC Approvals	24
25 Off-Cycle #41 Per.End Bi-weekly 09-29-22 Monthly 10-01-22 FEL 11-01-22	26 CLOSE BW # 32 No Online checks NO TAX ENTRY No BW/HR E-DOC Approvals	27	28	29 BW # 33 Vouchers Available 09-18-22 - 10-01-22	30 LOCK-CLOSE Off-Cycle #41 @ 10:30 am ** No Online Checks after Off-Cycle ** PAYDAY BW # 32 PAYDAY MO # 31 Next Period Timesheets Available	